

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-01

☐ Other ☐ Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2017

Base ☒

Option Period Number

Title of Work Assignment/SF Site Name

TSCA New and Existing Chemical

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/06/2016 To 04/17/2017

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A

SFO

(Max 2)



Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2017

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Lynne Blake-Hedges

Branch/Mail Code:

Phone Number: 202-564-8807

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Christine Edwards

Branch/Mail Code:

Phone Number: 202-564-2182

FAX Number:

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(Date)

**Work Assignment 1-01
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: TSCA New and Existing Chemical Economic Support

Work Assignment Manager

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LEVEL OF EFFORT

The total level of effort for this work assignment is 7,835 hours.

PURPOSE

Prepare economic studies to support the chemicals management program under the Toxic Substances Control Act (TSCA) including market studies and workplan chemical support, actions under Section 4, 5, 6, 8, 12, and 13 and Title VI of TSCA as well as certain work supporting activities relating to program chemicals (such as mercury), models, and infrastructure (such as test cost development and analysis), and actions under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA). Some work will be short turnaround “quick start” tasks.

BACKGROUND

OPPT’s Economic and Policy Analysis Branch (EPAB) provides chemical market information and other economic analyses to support OPPT decision making under TSCA, EPCRA, and other authorities affecting toxic chemicals. “Existing chemicals” are those that have been added to the TSCA Inventory because they are in commercial production. “New chemicals” are, by definition, chemicals not on the TSCA Inventory. This work assignment is meant to cover EPAB work necessary to support OPPT and other risk evaluation and management of new and existing chemicals.

In 2012, the Agency initiated an Existing Chemicals Management Program that is expected to review identified Work Plan chemicals. Review may consist of activities including problem formulation, risk assessment, and potentially risk management under various sections of TSCA. While OPPT has moved away from an Action Plan process, work may remain on chemicals identified in Action Plans produced in the past. EPAB support on activities related to these chemicals is expected to be similar to support provided on Work Plan Chemicals. As a follow on to the Work Plan Chemical review are related risk management actions which may include SNURs, voluntary efforts, or Section 6 regulatory actions.

Actions are underway related to Trichloroethylene, Paint Removers, and 1-Bromopropane. These actions may require intensive economics work building on the work plan information.

OPPT also has ongoing and/or anticipated activities that support the Existing Chemical program including SNURs, test rules, support for information collection requests, and other economic support. Additionally, OPPT may find additional chemicals, for instance through TSCA's petition process, on which risk management or related activities pertaining to Section 4, 5, 6, 8, 12 and/or 13 are necessary as well as work on program chemicals, such as mercury. EPAB is also responsible for developing specialized economic assessments or studies such as laboratory capacity analyses; investigation of costs associated with removing the SNUR article exemption; and the development of information or tools to support economic analysis, such as the development of test cost estimates.

Under TSCA Title VI, EPA must promulgate regulations that implement formaldehyde emission standards for composite wood products. EPA is in the process of developing a final rule to implement TSCA Title VI.

Under TSCA Section 5, companies must submit a Premanufacture Notice (PMN) or Microbial Commercial Activity Notice (MCAN) prior to commercial production of a "new chemical." For new chemicals, OPPT may require economic studies to support reviews of PMN and biotechnology submissions, and Production Volume Trigger (PVT) calculations to support TSCA Section 5(e) Consent Orders. Under TSCA Section 5(h)(4), a chemical may be exempt from full new chemicals reporting if EPA determines that the chemical or microorganism will not present an unreasonable risk. For microorganisms that qualify, a Tier I exemption provides for EPA notification 10 days before commercial production, and a Tier II exemption requires an abbreviated submission 45 days prior to commercial production. For new chemicals that have undergone relatively recent PMN review, OPPT may require studies to support Significant New Use Rules (SNURs), which are referred to as "*Batch SNURs*."

Under EPCRA Section 313 EPA has the authority to revise the reporting requirements for the Toxics Release Inventory (TRI) program, including the chemicals subject to reporting, the industries that must report, the reporting thresholds, and the data elements that are reported.

In preparation for all activities, EPAB may develop fact sheets and market studies that include basic market data or other similar materials. EPAB may also participate in the development of procedures and processes to evaluate chemicals. Furthermore, EPAB may provide other economic support for activities, including economic analyses, support for information collection requests, data gathering, data interpretation, and data/results presentation.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Some work may require access to TSCA Confidential Business Information. **The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Project Officer.**

Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report. This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan

The contractor shall submit with the work plan a written Quality Assurance Project Plan in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

Task 3. Market Profiles and Substitutes Assessment

Prepare reports characterizing chemical markets, industry sectors, and substitutes and revise the reports in response to WAM comments. The studies will typically be produced over a 2 to 4 week period, although there may be some longer term reports focusing on particular uses. Analyses may include both a comprehensive market analysis and an abbreviated summary to be used within the Agency's work plan for the chemical.

To estimate work plan costs, assume EPA will work on ten market studies.

Task 4. Existing Chemical Significant New Use Rule (SNUR) Economic Analysis

Prepare economic analyses for SNURs for chemicals that have raised health or environmental concerns. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- (b) Prepare market data where needed -- typically, for SNURs covering older chemicals;
- (c) Estimate the costs and burden hours of performing health and environmental effects testing; and
- (d) Respond to EPA and public comments, and create revised reports.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

To estimate work plan costs, assume EPA will continue work on three SNUR analyses for final rules on chemicals still in production and with defined significant New Uses, but will not require any economic analysis for a "dead chemical" SNUR.

Task 5. TSCA Section 4 Test Rule Economic Analysis

Prepare economic analyses to support rule making under TSCA Section 4 requiring submission of testing data. The contractor may be required to perform the following:

- (a) Prepare economic analysis of the costs and benefits of the rule;

- (b) Estimate costs and burden for required testing under TSCA Section 4; and
- (c) Respond to EPA and public comments, and create revised reports.

To estimate workplan costs, assume there will be one Section 4 analysis required for this WA.

Task 6. e-Reporting Rule Economic Analysis

Prepare economic analyses to support rule makings addressing electronic reporting under TSCA.

To estimate work plan costs, assume there will be two analyses for proposed e-reporting rules required for this WA.

Task 7. TSCA Section 6 Economic Analysis

Prepare economic analyses to support rule making under TSCA Section 6.

To estimate work plan costs, assume there will be continued work on three sets of chemicals (development of EAs and responding to comments) for this WA.

Task 8. TSCA Section 8 Rule Development and Support

Prepare economic analyses to support rule making under TSCA Section 8.

To estimate work plan costs, assume there will be work on one Section 8(a) final rule analysis (responding to comments on a proposed rule), one Section 8(a) proposed rule analysis, and one Section 8(d) proposed rule analysis under this WA, but that there will not be any chemicals added to the master testing list or IUR petitions.

Task 9. Support for ICR Development and Renewal

Prepare economic analyses to support Information Collection Requests (ICRs).

To estimate work plan costs, assume there will be one new ICR developed and three ICR renewals under this WA.

Task 10. Other Economic Support for Existing Chemical Work

Prepare and/or analyze economic information to support existing chemical work, including preparation of presentations, analysis of economic information related to TSCA Section 21 petitions, and other activities.

To estimate work plan costs assume development of market information to support one Section 21 petition.

Task 11. Other Program Chemicals Support

Work could include economic support on chemicals such as mercury, such as characterizing chemical markets and assessing economic issues related to environmental protection from mercury.

To estimate work plan costs, assume a report will be prepared on one program chemical under this WA.

Task 12. TSCA Title VI final rule Economic Analysis

The contractor shall answer questions from the WAM about the data, assumptions, and modeling used in the existing draft of the economic analysis for the final rule. The contractor shall revise the draft economic analysis in order to incorporate changes to the data, assumptions, sensitivity analyses, or other analytical issues identified by the WAM. The WAM will provide any new exposure analyses or other new studies prepared by EPA that are needed as inputs to the economic analyses to be prepared under this task. In addition to revising the economic analyses, the contractor shall revise the estimates of the paperwork burden associated with these requirements for the Information Collection Request supporting statement.

To estimate work plan costs, assume two rounds of revisions to the draft economic analysis.

Task 13. Models, Tools, Infrastructure, and Special Studies Support

Prepare materials related to model development, use of models, various infrastructure materials such as test cost spreadsheets and databases and tracking systems, and special studies such as laboratory capacity studies.

To estimate the work plan costs, assume there will be no model, tool, or infrastructure development or special studies.

Task 14. New Chemicals Economic Support

Prepare and/or analyze economic information to support new chemical work, including new chemical SNUR Economic Analysis; Biotech Exemption Rule economic analysis; and other new chemical economic support for PMNs, PVTs, and MCANs.

New Chemical Significant New Use Rule (SNUR) Economic Analysis: Prepare economic analyses for Significant New Use Rules for new chemicals that have raised health or environmental concerns. SNURs may be promulgated through an expedited rulemaking that covers several dozen chemicals that are relatively new and were the subject of PMNs. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- (b) Estimate the costs and burden hours of performing health and environmental effects testing;
- (c) Compare and analyze methods and data used in various SNUR EAs and other EPAB reports, such as the related Information Collection Requests (ICRs); and
- (d) Develop other new information, “how-to” guides, and other tools and methodologies for

preparing SNUR EAs.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

Biotech Exemption Rule: Prepare economic reports in support of rulemakings under TSCA 5(h)(4) to list specified intergeneric microorganisms as candidates for exemption from full new chemicals reporting under the Tier I and Tier II exemption regulations described in “Microbial Products of Biotechnology; Final Regulation Under the Toxic Substances Control Act; Final Rule,” Federal Register, April 11, 1997, Volume 62, pages 17910+.

Other New Chemicals support: Support preparation of economic reviews for MCANs, PMNs, and other new chemicals submissions. Support preparation of PVTs for TSCA Section 5(e) Consent Orders. The specific MCANs, PMNs, and PVT tests will be identified by the WAM through technical direction.

To estimate the work plan costs, assume one MCAN, three PMN SNUR economic analyses covering 25 chemicals each, and one set of revisions to the existing draft of the biotech exemption rule EA in order to update the wage rates used in the analysis.

Task 15. TRI Rule Analyses

Prepare economic analyses to support rule making activities related to the TRI program under EPCRA Section 313.

To estimate the work plan costs, assume one TRI listing petition, one delisting petition, and one proposed rule expanding the scope of TRI coverage.

Task 16. Project Completion

The contractor shall submit copies of relevant background information, data and analyses used in the model development and report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversations notes, correspondence, company product literature, electronic copies of final reports in MS Word, and electronic copies of spreadsheets, databases, and programs created under this work assignment. At the conclusion of this work assignment, the contractor shall give to EPA all books and reports purchased under this work assignment.

DELIVERABLES

Task # & Deliverable	Due date
Task 1: Work plan	15 days after WA receipt
Task 2: QAPP	15 days after WA receipt
Task 3: Market Studies	Six weeks from receipt of technical direction unless otherwise specified in technical direction but no later than 4/17/2017
Task 4: SNUR economic analysis	One month from receipt of technical direction unless otherwise

	specified in technical direction, but no later than 4/17/2017
Task 5: Test rule economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 6: e-Reporting rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 7: TSCA §6 economic analysis	Six weeks from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 8: TSCA §8 economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 9: ICR Support	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 10: Other economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 11: Provide other support for program chemicals	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 12: TSCA Title VI economic analysis	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 13: Support for models, tools, infrastructure, and special studies.	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 14: New chemicals economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 15: TRI rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 16: Project completion	No later than 4/17/2017, or as otherwise specified in Technical Direction. It is expected that reference materials supporting any particular task will be due no later than the conclusion of that task

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-01								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-W-16-009	Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number	Title of Work Assignment/SF Site Name TSCA New and Existing Chemical								
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017								
Comments: The purpose of this amendment is to increase the LOE by 1260 bringing the total LOE to 9095.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Lynne Blake-Hedges							Branch/Mail Code:			
							Phone Number: 202-564-8807			
(Signature) _____ (Date) _____							FAX Number:			
Project Officer Name Cynthia Bowie							Branch/Mail Code:			
							Phone Number: 202-564-7726			
(Signature) _____ (Date) _____							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
							Phone Number:			
(Signature) _____ (Date) _____							FAX Number:			
Contracting Official Name Jody Gosnell							Branch/Mail Code:			
							Phone Number: 202-564-4353			
(Signature) _____ (Date) _____							FAX Number:			

STATEMENT OF WORK
Contract EPW-16-009
Work Assignment 1-1
Amendment 2

TITLE: TSCA New and Existing Chemical Economic Support

Work Assignment Manager

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Alternate Work Assignment Manager

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LEVEL OF EFFORT

This amendment adds 1,260 hours to the work assignment bringing the total estimated level of effort for this work assignment is 9,095 hours.

PURPOSE

Prepare economic studies to support the chemicals management program under the Toxic Substances Control Act (TSCA) including market studies and workplan chemical support, actions under Section 4, 5, 6, 8, 12, and 13 and Title VI of TSCA as well as certain work supporting activities relating to program chemicals (such as mercury), models, and infrastructure (such as test cost development and analysis), and actions under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA). Some work will be short turnaround “quick start” tasks. This amendment adds hours to ongoing work under the specific tasks of the work assignment.

BACKGROUND

OPPT’s Economic and Policy Analysis Branch (EPAB) provides chemical market information and other economic analyses to support OPPT decision making under TSCA, EPCRA, and other authorities affecting toxic chemicals. “Existing chemicals” are those that have been added to the TSCA Inventory because they are in commercial production. “New chemicals” are, by definition, chemicals not on the TSCA Inventory. This work assignment is meant to cover EPAB work necessary to support OPPT and other risk evaluation and management of new and existing chemicals.

In 2012, the Agency initiated an Existing Chemicals Management Program that is expected to review identified Work Plan chemicals. Review may consist of activities including problem formulation, risk assessment, and potentially risk management under various sections of TSCA. While OPPT has moved away from an Action Plan process, work may remain on chemicals identified in Action Plans produced in

the past. EPAB support on activities related to these chemicals is expected to be similar to support provided on Work Plan Chemicals. As a follow on to the Work Plan Chemical review are related risk management actions which may include SNURs, voluntary efforts, or Section 6 regulatory actions. Actions are underway related to Trichloroethylene, Paint Removers, and 1-Bromopropane. These actions may require intensive economics work building on the work plan information.

OPPT also has ongoing and/or anticipated activities that support the Existing Chemical program including SNURs, test rules, support for information collection requests, and other economic support. Additionally, OPPT may find additional chemicals, for instance through TSCA's petition process, on which risk management or related activities pertaining to Section 4, 5, 6, 8, 12 and/or 13 are necessary as well as work on program chemicals, such as mercury. EPAB is also responsible for developing specialized economic assessments or studies such as laboratory capacity analyses; investigation of costs associated with removing the SNUR article exemption; and the development of information or tools to support economic analysis, such as the development of test cost estimates.

Under TSCA Title VI, EPA must promulgate regulations that implement formaldehyde emission standards for composite wood products. EPA is in the process of developing a final rule to implement TSCA Title VI.

Under TSCA Section 5, companies must submit a Premanufacture Notice (PMN) or Microbial Commercial Activity Notice (MCAN) prior to commercial production of a "new chemical." For new chemicals, OPPT may require economic studies to support reviews of PMN and biotechnology submissions, and Production Volume Trigger (PVT) calculations to support TSCA Section 5(e) Consent Orders. Under TSCA Section 5(h)(4), a chemical may be exempt from full new chemicals reporting if EPA determines that the chemical or microorganism will not present an unreasonable risk. For microorganisms that qualify, a Tier I exemption provides for EPA notification 10 days before commercial production, and a Tier II exemption requires an abbreviated submission 45 days prior to commercial production. For new chemicals that have undergone relatively recent PMN review, OPPT may require studies to support Significant New Use Rules (SNURs), which are referred to as "*Batch SNURs*."

Under EPCRA Section 313 EPA has the authority to revise the reporting requirements for the Toxics Release Inventory (TRI) program, including the chemicals subject to reporting, the industries that must report, the reporting thresholds, and the data elements that are reported.

In preparation for all activities, EPAB may develop fact sheets and market studies that include basic market data or other similar materials. EPAB may also participate in the development of procedures and processes to evaluate chemicals. Furthermore, EPAB may provide other economic support for activities, including economic analyses, support for information collection requests, data gathering, data interpretation, and data/results presentation.

EPAB initiated a number of activities under the various tasks in the work assignment and this amendment will be used to continue that work under the work assignment.

TASKS

Task 1. Work plan and monthly progress report.

(A) Submit a work plan describing tasks, approach, schedule, estimated direct labor hours by task and

labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles.

(B) Provide a table in the Monthly Progress Report with the information shown below:

Memo # and date	Date due	EPA technical Contact	Contractor lead staff	Topic	Hours		
					Allocated	Used this month	Cum used

Through technical direction, the WAM will identify topics to address, estimated hours for each topic, a deliverables due date, and background such as the names of EPA staff to contact for information.

(C) Some work may require access to TSCA Confidential Business Information. **The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Project Officer. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.** This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan.

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed (and in any case, at least once a year). For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

Task 3. Market Profiles and Substitutes Assessment.

Prepare reports characterizing chemical markets, industry sectors, and substitutes and revise the reports in response to WAM comments. The studies will typically be produced over a short period, although there may be some longer term reports focusing on particular uses or on particular market areas. Analyses may include both a comprehensive market analysis and an abbreviated summary to be used within the Agency's work plan for the chemical. EPA has initiated profiles for 10 chemicals. This task will continue, but not duplicate, that work.

To estimate work plan costs, assume EPA will continue work on ten market studies.

Task 4. Existing Chemical Significant New Use Rule (SNUR) Economic Analysis.

Prepare economic analyses for Significant New Use Rules for chemicals that have raised health or environmental concerns. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;

- (b) Prepare market data where needed -- typically, for SNURs covering older chemicals;
- (c) Estimate the costs and burden hours of performing health and environmental effects testing; and
- (d) Respond to EPA and public comments, and create revised reports.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

To estimate work plan costs, assume EPA will continue work on one SNUR analyses for final rules on chemicals still in production and with defined significant New Uses, and one economic analysis for a "dead chemical" SNUR.

Task 5. TSCA Section 4 Test Rule Economic Analysis.

Prepare economic analyses to support rule making under TSCA Section 4 requiring submission of testing data. The contractor may be required to perform the following:

- (a) Prepare economic analysis of the costs and benefits of the rule;
- (b) Estimate costs and burden for required testing under TSCA Section 4; and
- (c) Respond to EPA and public comments, and create revised reports.

To estimate workplan costs, assume there will be one Section 4 analysis required for this WA.

Task 6. e-Reporting Rule Economic Analysis.

Prepare economic analyses to support rule makings addressing electronic reporting under TSCA.

To estimate work plan costs, assume there will be one analyses for proposed e-reporting rules required for this WA.

Task 7. TSCA Section 6 Economic Analysis.

Prepare economic analyses to support rule making under TSCA Section 6.

To estimate work plan costs, assume there will be continued work on three sets of chemicals (response to comments, preparations for finalizing EAs) for this WA.

Task 8. TSCA Section 8 Rule Development and Support.

Prepare economic analyses to support rule making under TSCA Section 8.

To estimate work plan costs, assume there will be work on one Section 8(a) rule analysis and research into small business definitions but that there will not be any chemicals added to the master testing list or IUR petitions.

Task 9. Support for ICR Development and Renewal.

Prepare economic analyses to support Information Collection Requests (ICRs).

To estimate work plan costs, assume there will be one new ICR developed and one ICR renewal under this WA.

Task 10. Other Economic Support for Existing Chemical Work.

Prepare and/or analyze economic information to support existing chemical work, including preparation of presentations, analysis of economic information related to TSCA Section 21 petitions, and other activities.

To estimate work plan costs assume development of market information to support one Section 21 petition.

Task 11. Provide other support for program chemicals.

Work could include economic support on chemicals such as mercury, such as characterizing chemical markets and assessing economic issues related to environmental protection from mercury.

To estimate work plan costs, assume a report will be prepared on one program chemical under this WA.

Task 12. TSCA Title VI final rule Economic Analysis.

The contractor shall answer questions from the WAM about the data, assumptions, and modeling used in the existing draft of the economic analysis for the final rule. The contractor shall revise the draft economic analysis in order to incorporate changes to the data, assumptions, sensitivity analyses, or other analytical issues identified by the WAM. The WAM will provide any new exposure analyses or other new studies prepared by EPA that are needed as inputs to the economic analyses to be prepared under this task. In addition to revising the economic analyses, the contractor shall revise the estimates of the paperwork burden associated with these requirements for the Information Collection Request supporting statement.

To estimate work plan costs, assume no work under this task.

Task 13. Support for models, tools, infrastructure, and special studies.

Prepare materials related to model development, use of models, various infrastructure materials such as test cost spreadsheets and databases and tracking systems, and special studies such as laboratory capacity studies.

To estimate the work plan costs, assume there will be no model, tool, or infrastructure development or special studies.

Task 14. New Chemicals economic support.

Prepare and/or analyze economic information to support new chemical work, including new chemical

SNUR Economic Analysis; Biotech Exemption Rule economic analysis; and other new chemical economic support for PMNs, PVTs, and MCANs.

New Chemical Significant New Use Rule (SNUR) Economic Analysis: Prepare economic analyses for Significant New Use Rules for new chemicals that have raised health or environmental concerns. SNURs may be promulgated through an expedited rulemaking that covers several dozen chemicals that are relatively new and were the subject of PMNs. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- (b) Estimate the costs and burden hours of performing health and environmental effects testing;
- (c) Compare and analyze methods and data used in various SNUR EAs and other EPAB reports, such as the related Information Collection Requests (ICRs); and
- (d) Develop other new information, “how-to” guides, and other tools and methodologies for preparing SNUR EAs.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

Biotech Exemption Rule: Prepare economic reports in support of rulemakings under TSCA 5(h)(4) to list specified intergeneric microorganisms as candidates for exemption from full new chemicals reporting under the Tier I and Tier II exemption regulations described in “Microbial Products of Biotechnology; Final Regulation Under the Toxic Substances Control Act; Final Rule,” Federal Register, April 11, 1997, Volume 62, pages 17910+.

Other New Chemicals support: Support preparation of economic reviews for MCANs, PMNs, and other new chemicals submissions. Support preparation of PVTs for TSCA Section 5(e) Consent Orders. The specific MCANs, PMNs, and PVT tests will be identified by the WAM through technical direction.

To estimate the work plan costs, assume one MCAN, three PMN SNUR economic analyses covering 25 chemicals each, and one set of revisions to the existing draft of the biotech exemption rule EA in order to update the wage rates used in the analysis.

Task 15. TRI Rule Analyses.

Prepare economic analyses to support rule making activities related to the TRI program under EPCRA Section 313.

To estimate the work plan costs, assume one TRI listing petition and one delisting petition..

Task 16. Project Completion.

The contractor shall submit copies of relevant background information, data and analyses used in the model development and report preparation, including referenced articles, relevant pages from books and

reports, survey questionnaires, trip reports, telephone conversations notes, correspondence, company product literature, electronic copies of final reports in MS Word, and electronic copies of spreadsheets, databases, and programs created under this work assignment. At the conclusion of this work assignment, the contractor shall give to EPA all books and reports purchased under this work assignment.

SCHEDULE OF DELIVERABLES

Task # & Deliverable	Due date
Task 1: Work plan	15 days after WA receipt
Task 2: QAPP	15 days after WA receipt or no later than one year after the approval of the previous QAPP, whichever is later
Task 3: Market Studies	Six weeks from receipt of technical direction unless otherwise specified in technical direction but no later than 4/17/2017
Task 4: SNUR economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 5: Test rule economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 6: e-Reporting rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 7: TSCA §6 economic analysis	Six weeks from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 8: TSCA §8 economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 9: ICR Support	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 10: Other economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 11: Provide other support for program chemicals	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 12: TSCA Title VI economic analysis	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 13: Support for models, tools, infrastructure, and special studies.	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017
Task 14: New chemicals economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2017

Task 15: TRI rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2017
Task 16: Project completion	No later than 4/17/2017, or as otherwise specified in Technical Direction. It is expected that reference materials supporting any particular task will be due no later than the conclusion of that task

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-02								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Green Chemistry								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017								
Comments:										
<input type="checkbox"/> Superfund <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Bethany Drake							Branch/Mail Code:			
_____ (Signature) _____ (Date)							Phone Number: 202-564-0000			
Project Officer Name Cynthia Bowie							FAX Number:			
							Branch/Mail Code:			
_____ (Signature) _____ (Date)							Phone Number: 202-564-7726			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
							Phone Number:			
_____ (Signature) _____ (Date)							FAX Number:			
							Branch/Mail Code:			
Contracting Official Name Christine Edwards							Phone Number: 202-564-2182			
							FAX Number:			
_____ (Signature) _____ (Date)										

**Work Assignment 1-02
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: Green Chemistry

Work Assignment Manager

Bethany Drake, Physical Scientist
Industrial Chemistry Branch
Chemistry, Economics, and Sustainable Strategies Division
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LEVEL OF EFFORT

The total level of effort for this work assignment is 1,700 hours.

PURPOSE

Contractual support is required for the annual Presidential Green Chemistry Challenge Program and for the broader Green Chemistry Program. Activities include outreach, data work, and website work.

BACKGROUND

Green Chemistry includes the design, manufacture, and use of chemical products and processes that reduce or eliminate the use or generation of hazardous substances. The goal of EPA's Green Chemistry Program is to foster the research, development, and implementation of innovative chemical technologies that accomplish pollution prevention in a scientifically sound, cost-effective manner.

The present work assignment continues efforts started in 1997, most recently under contract EP-W-08-010 work assignment 7-03. During this work assignment, the contractor shall not duplicate any work performed under previous work assignments or contracts.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

The contractor is currently storing outreach publications, booth panels, and other materials for EPA at its facilities under the contract EP-W-08-010. The workplan shall include a brief list of these items.

Task 2. Quality Assurance Project Plan

The contractor shall submit with the work plan a written Quality Assurance Project Plan in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

The contractor shall not do any work under Task 6 until the QAPP for this work assignment has been signed by EPA's QA Officer.

Task 3. Green Chemistry Events and Marketing

The contractor shall provide support to EPA's efforts to participate in, develop materials for, and conduct green chemistry events. In all tasks, the contractor personnel shall introduce themselves as representing their own firm under contract to EPA. Specifically, the contractor shall be responsible for the following activities:

- a. The contractor shall send the booth and materials and shall staff the booth at the American Chemical Society (ACS) national meetings in Philadelphia, PA in August 2016 and San Francisco, CA in April 2017; and the ACS Green Chemistry and Engineering Conference in June 2016 in Portland, OR. The WA COR may identify additional conferences for which the contractor shall make rental reservations or to which the contractor is to send and staff the booth. For purposes of the work plan, the contractor may assume that ACS national meetings will require two staff members and any other meetings will require one staff member. The contractor shall assume that the WA COR will identify two to four other conferences that require travel as well as staffing by one person.
- b. The contractor shall make rental reservations and payments for booth space at designated conferences. The contractor shall arrange for the transport of the green chemistry challenge booth, artwork case containing updated panels for the booth, informational materials, samples of Award-winning products, and other needed supplies and equipment to event sites. The contractor shall store all of these items between green chemistry events. Should the artwork case be damaged or lost during shipping, use, or storage, the contractor shall arrange for repairs or replacement at its expense. The case is the property of the contractor. The contractor shall send materials to participants in green chemistry events and the green chemistry program in general.
- c. When requested by the WA COR, the contractor shall provide assistance to promote the Green Chemistry Program, including the Presidential Green Chemistry Challenge, to members of industry, academia, and perhaps the general public. The goals are to increase the visibility of the program and increase the number of quality nominations for the Presidential Green Chemistry Challenge Awards.

Task 4. Support for 2016 and 2017 Presidential Green Chemistry Challenge Awards Programs

EPA anticipates presenting the 2016 Awards in June 2016, in conjunction with the Green Chemistry and Engineering Conference in Portland, OR. EPA plans to receive nominations for the 2017 Awards in December 2016 and anticipates presenting the awards in June 2017. The contractor shall perform the following tasks:

- a. The contractor shall compile and maintain tracking information from the award nominations in a database that EPA uses to provide information for judges and to mail letters to submitters of

nominations. The contractor shall attend meetings at EPA to gather information for the tracking database during EPA's weekly nomination discussion meetings in January 2017. If requested by the WA COR, the contractor shall expand the database to contain additional fields and records pertaining to the Green Chemistry Program.

- b. The contractor shall assist EPA in vetting proposed winners for the Challenge by performing searches of enforcement databases.
- c. If requested by the WA COR, the contractor shall make any necessary updates or changes to the electronic RSVP system it developed previously.
- d. The contractor shall provide technical conference services for the Presidential Green Chemistry Challenge Awards ceremony to the extent that they are required by EPA. Conference services may include: preparing information packages for winners and other participants and providing summaries and other logistical information from past events.

Conference services exclude services such as arranging for lodging and transportation to and from the event; assisting EPA with reserving a facility; acquiring or otherwise assisting EPA with purchase requests for supplies and material; and assisting EPA in securing key participants.

- e. The contractor shall provide one or more replacement booth panels, if needed, to keep the information current. The contractor may assume that two booth panels will be required during this work assignment.
- f. The contractor shall produce outreach documents and other items to support Presidential Green Chemistry Challenge program activities. These documents may include short, simplified summaries and lengthier descriptions of the Presidential Green Chemistry Challenge Program as well as technical information associated with the program. They may also include graphic designs. These documents shall be prepared in a manner compatible with the appropriate statutory requirements, executive orders, and EPA guidelines. The contractor shall edit and format the documents. The contractor shall deliver the documents to the WA COR in electronic files (or other formats if requested by the WA COR). Documents may include, but are not be limited to, Presidential Green Chemistry Awards Ceremony documents (e.g., program covers, certificates, and summaries of winning technologies), informational brochures and fact sheets, posters, and summaries of green chemistry technologies and the Green Chemistry Program. The contractor shall revise draft documents to incorporate the WA COR's comments.
- g. For purposes of the workplan, the contractor shall assume that it will prepare or complete preparing the following documents: the 2018 nomination package (pub. date: June 2017 or earlier), the 2016 Summary Document (pub. date: October 2016), and the 1996-2016 Winners Brochure (pub. date: July 2016).
- h. The contractor shall host photo galleries of previous Challenge Award Ceremonies and winners (including the 2016 ceremony) on its website.

Task 5. Website

The contractor shall assist the WA COR by developing and maintaining the One EPA Green Chemistry

Program internet site in Drupal. The contractor shall add features in areas of green chemistry to increase the usefulness of the site to the public. One such feature is a web-based database of nominated and award-winning technologies. The technical information needed for this task will be provided by the WA COR working with the Editor in Chief for the OneEPA site.

The site for the Green Chemistry Program shall conform to all appropriate statutory requirements, executive orders, and EPA guidelines. Deliverables shall comply with Section 508, where applicable. As directed by the WA COR, the contractor shall work with EPA staff or contractors in charge of EPA's internet site, so that the Contractor's services will complement, not duplicate, any provided by others.

Task 6. Databases and Metrics for Presidential Green Chemistry Challenge Nominations

The contractor shall continue to design and develop a web-based database of nominated technologies that might replace some of EPA's current green chemistry tools. The WA COR may also request that the contractor export, compile, and QC data from existing databases.

Task 7. Project Completion

The contractor shall submit copies of relevant background information, data and analyses used in report preparation, including Presidential Green Chemistry Challenge nominations, referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, electronic copies of final reports in Microsoft Word or other format, as requested by the WA COR, and electronic copies of spreadsheets, databases, graphics, and programs created under this work assignment. At the conclusion of this work assignment, the contractor shall give to EPA all books, journals, periodicals, and reports purchased under this work assignment. Upon request of the WA COR, the contractor shall return all government-furnished property to EPA.

DELIVERABLES

The contractor shall meet the following schedule (except as modified by technical directives):

Task/Deliverable	Due Date
1. Workplan	15 days after WA received
2. QAPP Plan	15 days after WA received and prior to beginning work under Task 6
List of contractor-stored materials	15 days after WA received
3. Events: booth reservations and attendance	As required by event sponsors
Transport of booth/materials to and from conference site	In time for set-up and break-down as specified for each conference
Mailings of documents	2 weeks after request
4. Nominations database	1 week after receipt of final information for the database
Search for vetting winners	2 weeks after WA COR request
Revisions to RSVP system	1 week after request
Replacement booth panels	1 week before winner announcement
Outreach support documents (draft)	10 days after request

Outreach support documents (final)	1 week after comments
5. Website	
Revisions and updates	2 days after request
New features including database	1 week after request
6. Databases and Metrics	
Database development	1 month after request
Metrics entries	1 month after request
Notify WA COR of completed entries	Weekly
Spreadsheet showing data entered	Within three days of request
Copy of matrix database	Within three days of request
7. Documentation	September 30, 2017

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-03

☐ Other ☐ Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2017

Base ☒

Option Period Number

Title of Work Assignment/SF Site Name

DfE Safer Choice Outreach

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/06/2016 To 04/17/2017

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2017

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Bridget Williams

Branch/Mail Code:

Phone Number: 202-564-8558

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Martina Gillis-Massey

Branch/Mail Code:

Phone Number: 202-564-0828

FAX Number:

(Signature)

(Date)

**Work Assignment 1-03
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: DfE and Safer Choice Program Outreach

Work Assignment Manager

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LEVEL OF EFFORT

The total level of effort for this work assignment is 1,800 hours.

BACKGROUND

EPA's Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment pertains to DfE and Safer Choice Program Outreach.

1. The Safer Choice Program encourages companies to formulate products that are effective and safer for human health and the environment. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the DfE website at www.epa.gov/saferchoice.
2. DfE and Safer Choice Program Outreach is critical to furthering the mission of EPA to protect human health and the environment. Outreach, testing, and support are needed to improve the general public's knowledge of the Safer Choice label, and to increase the use of safer products. This work will involve:
 - Developing outreach strategies, materials, and market/consumer testing;
 - Implementing and coordinating outreach strategies with internal and external stakeholders;
 - Providing logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives as needs and priorities are identified);
 - Providing logistical support for stakeholder meetings;
 - Responding to program inquiries; and
 - Tracking outreach activities.

The schedule and tasks are described below.

Tasks 3, 4, and 5 provide a description of this project, specific deliverables and their schedule. The contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Task 2. Quality Assurance Project Plan

The contractor shall submit with their work plan a written Quality Assurance Project Plan in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

Task 3. DfE & Safer Choice Program Outreach [Contract SOW, Task 2]

OPPT's DfE program and initiatives encourage businesses to voluntarily incorporate environmental considerations into the design of their products, processes, and management systems. To achieve this goal, DfE relies on outreach activities and information dissemination to industry participants and the public, EPA Regions, Federal government laboratories, and state and local governments. Market study and consumer testing will help determine needs for better outreach.

EPA allows products that meet the Safer Choice Standard to carry the Safer Choice label. This label enables consumers to quickly identify and choose products that can help protect the environment and are safer for them and their families. Product manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice label on qualifying products. The Safer Choice Standard comprises the requirements products and their ingredients must meet to earn the Safer Choice label.

To help product manufacturers design and produce safer products, DfE created the Safer Chemical Ingredients List (SCIL). SCIL contains chemicals that meet the criteria of the Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class and assists product manufacturers in identifying chemicals that the Safer Choice Program has already evaluated and identified as safer.

The Safer Choice Program has recognized thousands of safer products and hundreds of safer chemical ingredients. As the program grows, communications and outreach are important for giving a clear message about the program objectives

Task 3.1. General Outreach for DfE and the Safer Choice Program

The contractor shall prepare outreach materials for the Safer Choice Program, under direction from the WAM including, but not limited to:

- outreach strategies,
- communications plans,
- and outreach materials: including, but not limited to: presentations, factsheets, meeting/conference/tradeshows materials, graphics, and materials relating to existing/new product sectors;

The contractor shall implement and coordinate outreach strategies with internal and external stakeholders; provide logistical support for and/or attend meetings/conferences/tradeshows; respond to program inquiries; track outreach activities; and prepare drafts of materials such as notes and follow-up documents.

Task 3.2. Safer Choice Market and Consumer Testing

The contractor shall develop market/consumer testing. Changes to the approach may be directed by the WAM.

As directed by the WAM, the contractor shall support compilation of information and communications for existing chemicals work that is related to OPPT efforts on Workplan chemicals, Action plan chemicals, Safer Choice labeling, or the intersection of these and(or) other OPPT activities in which DfE is engaged.

Task 4. Safer Choice Awards Programs / DfE Initiatives & Events [Contract SOW, Task 2]

The contractor shall provide logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives and events as needs and priorities are identified);

The contractor shall provide support in staging the Safer Choice Partner of the Year Awards in 2016. Support activities shall include:

1. Creating webpages for announcing the award program and award applications,
2. Drafting news releases and other communications related to the awards,
3. Providing support for processing award applications,
4. Provide support for compliance screening of award winners,
5. Provide support in procuring appropriate awards ceremony venue, awards materials, and other materials related to the awards program, and
6. Provide meeting support for the awards ceremony and surrounding events.

The contractor shall accept and verify applications submitted by organizations for DfE's SDSI.

Task 5. Safer Choice Website Support [Contract SOW, Task 3.3]

The contractor shall provide technical support for the Safer Choice Drupal-based website (www.epa.gov/saferchoice) including development of web pages and tools, maintenance, editing, and trouble shooting.

DELIVERABLES

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 1: Work Plan			
Task 1	Work Plan	emailed to contract-level COR, WAM and contracting officer	15 days after work assignment receipt
TASK 2: QAPP			
Task 2	QAPP	Submit to contract-level COR and WAM	15 days after work assignment receipt
TASK 3: Outreach for DfE and the Safer Choice Program			
Task 3.1:	<p>Materials for Safer Choice Outreach</p> <ul style="list-style-type: none"> • 1 toolkit for Partners/Stakeholders • 4 sets of notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight Safer Choice partnership • 1 plan for retailer to highlight Safer Choice partnership • 1 plan for outreach to environmental and health bloggers, to include developing talking points about the Safer Choice program for a broad audience • Multiple fact sheets for varied audiences • Up to 25 stock posts for Facebook account • Monitor internet for safer product issues and offer Safer Choice solutions, draft language to be developed • Develop outreach materials as needed such as Safer Choice partner maps 	1 draft document or draft web page per instance	<p>Meeting or teleconference to refine requirements: 5 days after WAM approval</p> <p>Draft : per direction from WAM</p> <p>Final: per direction from WAM</p>

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.2: Market & Consumer Testing	Developing materials to support and conduct consumer testing of the Safer Choice label and/or market research	Strategy document, script/questionnaire.	Once per year and/or as directed by WAM
Task 4: Safer Choice Awards Programs / DfE Initiatives & Events			
	<ul style="list-style-type: none"> • Create webpage and draft awards program communications • Process awards applications and support compliance screening of award winners • Procure awards ceremony venue, awards materials, and other materials related to the Awards Program • Provide logistical support for Awards Program and associated activities on day of awards. 	As directed by WAM	As directed by WAM
Task 5: Safer Choice Website Support			
	<ul style="list-style-type: none"> • Website maintenance as needed • Up to 50 draft web page updates, including for SCIL and the Safer Choice product page • Webtool development (e.g., 1-5 widgets, Safer Choice Community, media pages, Safer Choice Partner Map) 	As directed by WAM	As directed by WAM

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-04 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name DfE SCIL								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval		Specify Section and paragraph of Contract SOW <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding Period of Performance From 05/06/2016 To 04/17/2017								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Melanie Adams						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-1843				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:				
						FAX Number:				
Contracting Official Name Christine Edwards						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-2182				
						FAX Number:				

**Work Assignment 1-04
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: DfE Safer Choice Program and SCIL Logistical Support

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Courier: EPA East Rm. 5133, 1201 Constitution Ave., NW Washington, DC 20004

LEVEL OF EFFORT

The total level of effort for this work assignment is 1,200 hours.

BACKGROUND

The EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program, which includes the Safer Choice (formerly DfE Safer Product Labeling) Program, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on hazard, fate, and risk, and by providing standardized analytical tools for industry application. This work assignment provides logistical support to the Safer Choice Program and the Safer Chemical Ingredients List.

1. The Safer Choice Program encourages partners to formulate products to be environmentally safer, cost competitive, and effective. Currently, Safer Choice labels more than 2,500 products made by almost 500 companies. More information on the Safer Choice Program is available on the Safer Choice website at: <http://www2.epa.gov/saferchoice/learn-about-safer-choice-label>.
2. The Safer Chemical Ingredients List (SCIL) was developed through the Safer Choice Program. Chemicals that meet Safer Choice criteria are suitable for listing. SCIL is a resource for: formulators interested in making safer products; health and environmental advocates seeking to encourage the use of safer chemicals; and consumers seeking information on the ingredients in safer chemical products.

In addition, DfE will continue the Safer Detergents Stewardship Initiative (SDSI). DfE will recognize companies, facilities, and others who voluntarily commit to formulate and encourage the use of safer detergents and other products that traditionally contain NPEs. The latter include firefighting foams, pulp and paper processing chemicals, and antifreeze. An expanded SDSI will play an important role in implementing the Agency action plan for NPEs. Other initiatives may be created as needs and priorities

are identified.

Tasks 3 and 4 below provide descriptions of the specific deliverables associated with the Safer Choice and SCIL support, and their schedule.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2. Quality Assurance Project Plan

The contractor shall submit with their work plan a written Quality Assurance Project Plan in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

Task 3. Logistical Support for the Safer Choice Program

EPA allows safer products to carry the Safer Choice label. This mark enables consumers to quickly identify and choose products that can help protect the environment and are safer for families. Product manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice logo on recognized products, have ensured that their ingredients and finished product line up on the green end of the health and environmental spectrum while maintaining or improving product performance and meeting other product-level requirements. The Safer Choice "Standard for Safer Products" comprises the requirements products and their ingredients must meet to earn the EPA Safer Choice label.

Task 3.1. Web, Meeting, Document, and Correspondence Support for Safer Choice Program

The contractor shall support the DfE Safer Choice Program. Examples of support include: website improvement, attending or facilitating meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to Safer Choice, NSF International, and ToxServices; and for recognized products, keeping the website up-to-date, maintaining Safer Choice measures, providing standard correspondence with stakeholders, and maintaining Safer Choice FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WA COR through written technical direction.

For purposes of cost estimation, the contractor shall assume the need to respond to 20 inquiries per week and track over 500 partners and about 2,500 products.

Task 3.2. Track Partner Compliance for Safer Choice Program

The contractor shall support the DfE Safer Choice Program with Safer Choice Partner compliance monitoring, by reviewing labels and marketing materials for correct ingredient disclosure and references to Safer Choice, monitoring use of the Safer Choice label—including on products, in marketing literature,

and on company/vendor websites—for products that are no longer allowed to carry the Safer Choice label, and acquiring product samples for testing.

For purposes of cost estimation, the contractor shall assume the need to respond to 5-10 inquiries per month.

Task 3.3. Updating Criteria for Safer Chemical Ingredients and the Safer Choice Standard

This task covers updating safer ingredient criteria and requirements in the Safer Choice Standard for the Safer Choice Program. More information on the Safer Choice safer ingredient screens is available on the Safer Choice web site at <http://www2.epa.gov/saferchoice/standard>.

Updating and adding ingredient classes – The contractor shall assist Safer Choice in reviewing the list of functional classes of ingredients used in cleaning and other products, which has been commented on by the Green Chemistry in Commerce Council (GC3) stakeholder group, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final updated versions of the Safer Choice Standard and associated Criteria for Safer Chemical Ingredients.

Task 3.4. Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Task 4. Safer Chemical Ingredients List (SCIL) Support

The SCIL contains chemicals that meet the criteria of the DfE Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class, and will assist product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

Task 4.1. Maintaining the Safer Chemical Ingredients List (SCIL)

The contractor shall support maintaining the SCIL and the associated webpage. SCIL is available to the public and requires review and updating to maintain it long-term. The contractor shall assist with data management, chemical review information, and formatting information for the webpage.

Task 4.2. Integrating SCIL into the Existing Data Structure

The contractor shall support incorporating information gathered for SCIL, including product formulations, into the existing database of Safer Choice recognized products. This task also includes updating the smart PDF documents used to enter data into the system, and tracking the status of products based on the codes assigned to chemicals listed on SCIL.

DELIVERABLES

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 1: Work Plan			
Task 1	Work Plan	Emailed to contract-level COR, WAM and contracting officer	15 days after work assignment receipt
TASK 2: QAPP			
Task 2	QAPP	Submit to contract-level COR and WAM	15 days after work assignment receipt
TASK 3: SUPPORT FOR THE SAFER CHOICE PROGRAM			
Task 3.1	Safer Choice Program Logistical Support <ul style="list-style-type: none"> • 2 website updates per month • 2 updates to listing of partners, private labels, and products per month in the form of an Access, Excel, Salesforce, or other similar database format 	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule approved by the WA COR
Task 3.2	Research findings and evaluations for product level information and chemicals	As directed by WA COR	As directed by WA COR
Task 3.2	Documentation of inappropriate use of the Safer Choice label on products, marketing materials, and websites	As directed by WA COR	As directed by WA COR
Task 3.3	Develop one draft update to Safer Choice standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: 30 days after WA approval Draft: 90 after WA approval Final: 150 days after WA approval
Task 3.4	Documentation	As directed by WA COR	As directed by WA COR

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 1: Work Plan			
Task 1	Work Plan	Emailed to contract level COR, WAM and contracting officer	15 days after work assignment receipt
TASK 2: QAPP			
TASK 4: SUPPORT FOR THE SAFER CHEMICAL INGREDIENTS LIST (SCIL)			
Task 4.1: Safer Chemical Ingredients List	Monthly review of the SCIL; management of information and formating of webpage	Monthly reports and updates	Monthly, unless directed otherwise by WA COR

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div> United States Environmental Protection Agency Washington, DC 20460 </div> </div> <div style="text-align: center; margin-top: 10px;"> <h2 style="margin: 0;">Work Assignment</h2> </div>		Work Assignment Number 1-04								
Contract Number EP-W-16-009		<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="checkbox"/> Other </div> <div> <input checked="" type="checkbox"/> Amendment Number: 000001 </div> </div>								
Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name Dfe Safer Choice - SCIL								
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW								
Purpose: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Work Assignment <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance From 05/06/2016 To 04/17/2017								
Comments: The purpose of this amendment is to increase the LOE by 250 bringing the total LOE to 1450. Also, adding Alyson Loren as the Alt COR.										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="checkbox"/> Superfund </div> <div>Accounting and Appropriations Data</div> <div> <input checked="" type="checkbox"/> Non-Superfund </div> </div>										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> SFO (Max 2) <input type="checkbox"/> </div> <div> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. </div> </div>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
<div style="display: flex; justify-content: space-between;"> <div> Contract Period: 04/18/2016 To 04/17/2017 </div> <div> Cost/Fee: </div> <div> LOE: </div> </div> <div style="margin-top: 10px;"> This Action: </div> <div style="margin-top: 10px;"> Total: </div>										
Work Plan / Cost Estimate Approvals										
<div style="display: flex; justify-content: space-between;"> <div> Contractor WP Dated: </div> <div> Cost/Fee: </div> <div> LOE: </div> </div> <div style="margin-top: 10px;"> Cumulative Approved: </div> <div style="margin-top: 10px;"> Cost/Fee: </div> <div style="margin-top: 10px;"> LOE: </div>										
Work Assignment Manager Name Melanie Adams <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Signature) </div> <div> _____ (Date) </div> </div>							Branch/Mail Code: Phone Number: 202-564-1843 FAX Number:			
Project Officer Name Cynthia Bowie <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Signature) </div> <div> _____ (Date) </div> </div>							Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Signature) </div> <div> _____ (Date) </div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Jody Gosnell <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ (Signature) </div> <div> _____ (Date) </div> </div>							Branch/Mail Code: Phone Number: 202-564-4353 FAX Number:			

WORK ASSIGNMENT

Title: DfE Safer Choice Program and SCIL Logistical Support

Contract No.: EP-W-16-009

Work Assignment Number: 1-04

Period of Performance: 4/18/2016-4/17/2017

Estimated Level of Effort: 1450 hours

Project Officer: Cynthia Bowie 202/564-7726

Work Assignment Manager (WA COR): Melanie Adams 202/564-1843

Alternate Work Assignment Manager (Alt WA COR): Alyson Lorenz 202/564-1065

Technical Communications: As members of DfE and the Safer Choice team, Melanie Adams, David DiFiore, Chen Wen, Bridget Williams, Clive Davies, Tony Thompson, Valerie Askinazi, Lauren Sweet, Sarah Au, and Claudia Menasche may communicate with the contractors to inform key deliverables as directed by the WA COR.

Background and Purpose:

The EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program, which includes the Safer Choice (formerly DfE Safer Product Labeling) Program, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on hazard, fate, and risk, and by providing standardized analytical tools for industry application. This work assignment provides logistical support to the Safer Choice Program and the Safer Chemical Ingredients List.

1. The Safer Choice Program encourages partners to formulate products to be environmentally safer, cost competitive, and effective. Currently, Safer Choice labels more than 2,500 products made by almost 500 companies. More information on the Safer Choice Program is available on the Safer Choice website at: <http://www2.epa.gov/saferchoice/learn-about-safer-choice-label>.
2. The Safer Chemical Ingredients List (SCIL) was developed through the Safer Choice Program. Chemicals that meet Safer Choice criteria are suitable for listing. SCIL is a resource for: formulators interested in making safer products; health and environmental advocates seeking to encourage the use of safer chemicals; and consumers seeking information on the ingredients in safer chemical products.

In addition, DfE will continue the Safer Detergents Stewardship Initiative (SDSI). DfE will recognize

companies, facilities, and others who voluntarily commit to formulate and encourage the use of safer detergents and other products that traditionally contain NPEs. The latter include firefighting foams, pulp and paper processing chemicals, and antifreeze. An expanded SDSI will play an important role in implementing the Agency action plan for NPEs. Other initiatives may be created as needs and priorities are identified.

Tasks 2 and 3 below provide descriptions of the specific deliverables associated with the Safer Choice and SCIL support, and their schedule.

TASKS AND DELIVERABLES

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Section 508 Compliance Requirements:

All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Quality Assurance (QA) Requirements: The contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Logistical Support for the Safer Choice Program

EPA allows safer products to carry the Safer Choice label. This mark enables consumers to quickly identify and choose products that can help protect the environment and are safer for families. Product manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice logo on recognized products, have ensured that their ingredients and finished product line up on the green end of

the health and environmental spectrum while maintaining or improving product performance and meeting other product-level requirements. The Safer Choice "Standard for Safer Products" comprises the requirements products and their ingredients must meet to earn the EPA Safer Choice label.

Task 2.1: Web, Meeting, Document, and Correspondence Support for Safer Choice Program

The contractor shall support the DfE Safer Choice Program. Examples of support include: website improvement, attending or facilitating meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to Safer Choice, NSF International, and ToxServices; and for recognized products, keeping the website up-to-date, maintaining Safer Choice measures, providing standard correspondence with stakeholders, and maintaining Safer Choice FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WA COR through written technical direction.

For purposes of cost estimation, the contractor shall assume the need to respond to 20 inquiries per week and track over 500 partners and about 2,500 products.

Task 2.2: Track Partner Compliance for Safer Choice Program

The contractor shall support the DfE Safer Choice Program with Safer Choice Partner compliance monitoring, by reviewing labels and marketing materials for correct ingredient disclosure and references to Safer Choice, monitoring use of the Safer Choice label—including on products, in marketing literature, and on company/vendor websites—for products that are no longer allowed to carry the Safer Choice label, and acquiring product samples for testing.

For purposes of cost estimation, the contractor shall assume the need to respond to 5-10 inquiries per month.

Task 2.3: Updating Criteria for Safer Chemical Ingredients and the Safer Choice Standard

This task covers updating safer ingredient criteria and requirements in the Safer Choice Standard for the Safer Choice Program. More information on the Safer Choice safer ingredient screens is available on the Safer Choice web site at <http://www2.epa.gov/saferchoice/standard>.

Updating and adding ingredient classes – The contractor shall assist Safer Choice in reviewing the list of functional classes of ingredients used in cleaning and other products, which has been commented on by the Green Chemistry in Commerce Council (GC3) stakeholder group, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final updated versions of the Safer Choice Standard and associated Criteria for Safer Chemical Ingredients.

Task 2.4: Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Task 3 –Safer Chemical Ingredients List (SCIL) Support

The SCIL contains chemicals that meet the criteria of the DfE Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class, and will assist product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

Task 3.1 – Maintaining the Safer Chemical Ingredients List (SCIL)

The contractor shall support maintaining the SCIL and the associated webpage. SCIL is available to the public and requires review and updating to maintain it long-term. The contractor shall assist with data management, chemical review information, and formatting information for the webpage.

Task 3.2 – Integrating SCIL into the Existing Data Structure

The contractor shall support incorporating information gathered for SCIL, including product formulations, into the existing database of Safer Choice recognized products. This task also includes updating the smart PDF documents used to enter data into the system, and tracking the status of products based on the codes assigned to chemicals listed on SCIL.

DELIVERABLES AND SCHEDULE UNDER TASKS 2 & 3

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WA COR in written technical direction.

Table 1: Schedule for Deliverables

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 2: SUPPORT FOR THE SAFER CHOICE PROGRAM			
Task 2.1	Safer Choice Program Logistical Support <ul style="list-style-type: none"> • 2 website updates per month • 2 updates to listing of partners, private labels, and products per month in the form of an Access, Excel, Salesforce, or other similar database format 	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule approved by the WA COR
Task 2.2	Research findings and evaluations for product level information and chemicals	As directed by WA COR	As directed by WA COR
Task 2.2	Documentation of inappropriate use of the Safer Choice label on products, marketing materials, and websites	As directed by WA COR	As directed by WA COR
Task 2.3	Develop one draft update to Safer Choice standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: 30 days after WA approval Draft: 90 after WA approval Final: 150 days after WA approval
Task 2.4	Documentation	As directed by WA COR	As directed by WA COR
TASK 3: SUPPORT FOR THE SAFER CHEMICAL INGREDIENTS LIST (SCIL)			

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.1: Safer Chemical Ingredients List	Monthly review of the SCIL; management of information and formatting of webpage	Monthly reports and updates	Monthly, unless directed otherwise by WA COR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-05 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name PSIB								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2017				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Natalie Hummel						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1424				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Stefan Martiyan						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1987				
						FAX Number:				

**Work Assignment 1-05
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: Support for the Pollution Prevention Program for enhancing P2 suite of measurement tools (Cost-Savings, GHG, and Hazardous-Pounds Calculators)

Work Assignment Manager

Natalie Hummel
Chemistry, Economics and Sustainable Strategies
Division
Tel. (202) 564-1424
Email: hummel.natalie@epa.gov

Alternate Work Assignment Manager

Michele Amhaz
Chemistry, Economics and Sustainable Strategies
Division
Tel. (202) 564-7726
Email: amhaz.michele@epa.gov

LEVEL OF EFFORT

The total level of effort for this work assignment is 165 hours.

PURPOSE

The purpose of this work assignment is to provide support for the Office of Chemical Safety and Pollution Prevention (OCSPP) in analysis and enhancements of its P2 Cost Savings, GHG, and Hazardous Pound tools, designed to assist the voluntary P2 community in measuring the cost savings and pollution reduction associated with pollution prevention implementation actions. EETD's Green Engineering and Green Chemistry programs have used both the P2 cost and GHG tools for analysis. Both tools assist the P2 Program in reporting on the following outcomes:

- Metric tons of carbon dioxide equivalents (MTCO₂e) emissions reduced;
- Pounds of hazardous materials and pollutants reduced;
- Water conserved;
- Economic cost savings associated with the reductions in MTCO₂e, hazardous materials and pollution, and water use.

BACKGROUND

Under a prior contract, EP-W-08-010 the contractor provided the P2 Program with technical support in enhancing these P2 suite of tools to improve consistency, transparency and underlying assumptions for P2 measurement. This work assignment will enable the P2 Program to continue to enhance economic and environmental reporting from Regional grantees and other partners in a transparent, consistent and publicly accessible format. Under this work assignment, the contractor will update and enhance the suite of tools based on currently available data sources, provide assistance in documenting data sources, improve their functionality, and integrate -synchronize the tools so that they are more user friendly.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2. Quality Assurance Project Plan

The contractor shall submit with the work plan a written Quality Assurance Project Plan in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

Task 3. Analytical Support for the P2 Suite of Tools

- 3a. The contractor will expand the GHG tool to include information provided by EPA for calculating the GHG benefits of extending the useful life of hazardous materials. To the extent that EPA provides information for calculating the cost-saving and/or hazardous pollutant reduction benefits of extending the useful life of hazardous materials, the contractor will expand the P2 Cost Savings Tool and/or the Hazardous Pound tool (described in 3b.) accordingly.
- 3b. The contractor will provide recommendations as to best methods of integrating the GHG Tool, the Cost Savings Tool, and the Hazardous Pound Tool (the revised or original version of the P2 Pounds-to-Gallons Converter Tool) to improve ease of use and overall functionality. The contractor will then integrate the suite of P2 tools based on technical direction.
- 3c. The contractor will review the P2 suite of tools and update data sources readily available to improve functionality and use the most current information as per technical direction. The contractor will gather supporting documentation, perform analysis, and describe and clearly document recommendations for data and data sources for all tools.
- 3d. The contractor will update the functionality of the GHG and P2 Cost tools based on regional programmatic needs. The COR will provide written technical direction on the functionality of enhancements based on regional needs.
- 3e. The contractor will provide a cost analysis and option paper of recommendations to deliver training for the P2 suite of tools to a diverse audience. The analysis should include recommended software as well as the latest technology to better enhance training materials. *The contractor should spend no more than 8 hours on this task.*

DELIVERABLES

- Task 1.** Submit work plan within 15 calendar days of receipt of work assignment.
- Task 2.** Submit QAPP with work plan.
- Task 3a.** Submit within 4 weeks of TD by COR.
- Task 3b.** Submit within 2 ½ weeks of TD by COR.
- Task 3c.** Submit within 3 weeks of TD by COR.
- Task 3d.** Submit within 2 weeks of TD by COR.
- Task 3e.** Submit within 2 weeks of TD by COR.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">EPA</h1> </div> <div> <p>United States Environmental Protection Agency Washington, DC 20460</p> <h2 style="margin: 0;">Work Assignment</h2> </div> </div>		<p>Work Assignment Number 1-05</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001 </div>																																																																		
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<p>SFO (Max 2) <input type="checkbox"/></p> <p style="text-align: center; font-size: small;">Note: To report additional accounting and appropriations data use EPA Form 1900-69A.</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	1											2											3											4											5										
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<p>Work Assignment Manager Name Natalie Hummel</p> <p>_____ (Signature) _____ (Date)</p>		<p>Branch/Mail Code:</p> <p>Phone Number: 202-564-1424</p> <p>FAX Number:</p>																																																																		
<p>Project Officer Name Cynthia Bowie</p> <p>_____ (Signature) _____ (Date)</p>		<p>Branch/Mail Code:</p> <p>Phone Number: 202-564-7726</p> <p>FAX Number:</p>																																																																		
<p>Other Agency Official Name Tracey Williams</p> <p>_____ (Signature) _____ (Date)</p>		<p>Branch/Mail Code:</p> <p>Phone Number:</p> <p>FAX Number:</p>																																																																		
<p>Contracting Official Name Jody Gosnell</p> <p>_____ (Signature) _____ (Date)</p>		<p>Branch/Mail Code:</p> <p>Phone Number: 202-564-4353</p> <p>FAX Number:</p>																																																																		

Amended Work Assignment SOW

Title: Support for the Pollution Prevention Program for enhancing P2 suite of measurement tools (Cost-Savings, GHG, and Hazardous-Pounds Calculators)

Contractor: Abt

Contract No.: EPW16009

Work Assignment Number: 1-05

Estimated Period of Performance: 4/18/2016 – 04/17/2017

Estimated Level of Effort: 205 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Natalie Hummel

Pollution Prevention Division: 7409M

202-564-1424

Alternate COR:

Michele Amhaz

Pollution Prevention Division: 7409 M

202-564-8857

Project Officer:

Cynthia Bowie

Environmental Assistance Division

202-564-7726

Work Assignment Technical Advisor:

Kathy Davey

Pollution Prevention Division: 7409 M

202-564-8832

Background and Purpose:

The purpose of this work assignment is to provide support for the Office of Chemical Safety and Pollution Prevention (OCSPP) in analysis and enhancements of its P2 Cost Savings, GHG, and Hazardous Pound tools, designed to assist the voluntary P2 community in measuring the cost savings and pollution reduction associated with pollution prevention implementation actions. EETD's Green Engineering and Green Chemistry programs have used both the P2 cost and GHG tools for analysis. Both tools assist the P2 Program in reporting on the following outcomes:

- Metric tons of carbon dioxide equivalents (MTCO₂e) emissions reduced;
- Pounds of hazardous materials and pollutants reduced;
- Water conserved;
- Economic cost savings associated with the reductions in MTCO₂e, hazardous materials and pollution, and water use.

Under a prior contract, EP-W08010 AbT Associates provided the P2 Program with technical assistance and support in enhancing these P2 suite of tools to improve consistency, transparency and underlying assumptions for P2 measurement. This work assignment under this contract, SOL DC 13-00023, will enable the P2 Program to continue to enhance economic and environmental reporting from Regional grantees and other partners in a transparent, consistent and publicly accessible format. Under this work assignment, the contractor will update and enhance the suite of tools based on currently available data sources, provide assistance in documenting data sources, improve their functionality, and integrate -synchronize the tools so that they are more user friendly.

Quality Assurance (QA) Requirements

Check [X] Yes or [] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

The P2 Suite of tools (Cost Savings, GHG Reductions, and Pound Converter/Reductions) assist the P2 community and others measure the economic benefits and pollution reductions associated with P2 implementation activities. These tools are used to convert activities into outcome measures for the P2 Program to report under GPRA to OMB. Therefore, a quality assurance project plan is required.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work

assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Work plan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 – Assist with analytical support for the P2 suite of tools [Sections 2 and 3, para(s) 2.1 (Support GE, GC and other P2 Activities) and 3.3. (Information Tools)]

Deliverables and schedule under Task 2

2a. The contractor will expand the GHG tool to include information provided by EPA for calculating the GHG benefits of extending the useful life of hazardous materials. To the extent that EPA provides information for calculating the cost-saving and/or hazardous pollutant reduction benefits of extending the useful life of hazardous materials, AbT Associates will expand the P2 Cost Savings Tool and/or the Hazardous Pound tool (described in 2b) accordingly.

2b. The contractor will provide recommendations as to best methods of integrating the GHG Tool, the Cost Savings Tool, and the Hazardous Pound Tool (the revised or original version of the P2 Pounds-to-Gallons Converter Tool) to improve ease of use and overall functionality. The contractor will then integrate the suite of P2 tools based on technical direction.

2c. The contractor will review the P2 suite of tools and update data sources readily available to improve functionality and use the most current information as per technical direction. AbT Associates will gather supporting documentation, perform analysis, and describe and clearly document recommendations for data and data sources for all tools.

2d. The contractor will update the functionality of the GHG and P2 Cost tools based on regional programmatic needs. The Pollution Prevention Program will meet and assess regional needs and provide technical direction on the functionality of enhancements.

2e. The contractor will provide a cost analysis and option paper of recommendations to deliver training for the P2 suite of tools to a diverse audience. The analysis should include recommended software as well as the latest technology to better enhance training materials. The contractor should spend no more than 8 hours on this task.

Summary of Deliverables and Dates:

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

- 2a. Within 4 weeks of TD by WAM.**
- 2b. Within 2 and a half weeks of TD by WAM.**
- 2c. Within 3 weeks of TD by WAM.**
- 2d. Within 2 weeks of TD by WAM.**
- 2e. Within 2 weeks of TD by WAM.**

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-06								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Lead Rule Economics								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017								
Comments:										
<input type="checkbox"/> Superfund <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
Contract Period: 04/18/2016 To 04/17/2017 Cost/Fee: LOE:										
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Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee: LOE:										
Cumulative Approved: Cost/Fee: LOE:										
Work Assignment Manager Name Judith Brown							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3218			
Project Officer Name Cynthia Bowie							FAX Number:			
_____ (Signature) (Date)							Branch/Mail Code:			
Other Agency Official Name							Phone Number: 202-564-7726			
_____ (Signature) (Date)							FAX Number:			
Contracting Official Name Stefan Martiyan							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1987			
							FAX Number:			

**Work Assignment 1-06
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: Lead Rule Economics

Work Assignment Manager

Judith Brown
Economic and Policy Analysis Branch
Chemistry, Economics, and Sustainable
Strategies Division
Email: brown.judith@epa.gov
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Alternate Work Assignment Manager

William Silagi
Economic and Policy Analysis Branch
Chemistry, Economics, and Sustainable Strategies
Division
Email: silagi.william@epa.gov
Tel: (202) 564-8788

Mail: U.S. EPA (7406M), Ariel Rios Bldg, 1200 Pennsylvania Ave, Washington, D.C. 20460
Courier: Room 5326, WJC East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT

The total estimated LOE hours for this work assignment is 13,000 hours.

PURPOSE

Provide analytical support to EPA initiatives relating to lead-based paint hazards in public and commercial buildings and other potential sources of lead exposure. Previous work performed on public and commercial buildings will be reviewed and updated where necessary.

BACKGROUND

The purpose of this work assignment is to prepare economic analyses and other supporting analyses of rulemakings related to EPA's lead program. Title IV of the Toxic Substances and Control Act (TSCA) was enacted to assist the federal government in reducing lead exposures, particularly those resulting from lead-based paint. Section 402 (c)(3) of TSCA obligates EPA to determine whether renovation or remodeling activities in public buildings constructed before 1978 or commercial buildings create lead-based paint hazards. For those activities that create a lead-based paint hazard, EPA is further directed to revise its Lead-based Paint Activities Regulations, promulgated under TSCA section 402(a), to apply to those renovation and remodeling activities. This work assignment is intended to provide analytical support to the public and commercial building project and/or any other Agency initiatives related to lead hazards and potential sources of lead exposure.

TASKS

The following tasks describe the work that may be required to continue progress on the public and commercial building project and related lead projects. All tasks are contingent on the Agency's decisions regarding the direction and schedule of these projects.

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2. Quality Assurance Project Plan

The contractor shall submit with the work plan a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

Task 3. Conduct Survey of the Public and Commercial Building Industry

The contractor shall conduct a survey of the characteristics and incidence of renovation, repair, and painting (RRP) activities that disturb painted surfaces in public and commercial buildings, the methods that are used to conduct these activities, the work practices that are used to contain and clean the resulting dust, and the characteristics of the buildings. The details of the survey are described in EPA's Information Collection Request (ICR) for the Survey of the Public and Commercial Building Industry (EPA ICR number 2494.01, OMB control number 2070-0193). The contractor may offer respondents a small financial incentive (e.g., \$50) as an inducement to complete the survey.

Upon completion of the data collection, the contractor shall create a cleansed survey data file of the survey results; analyze any potential non-response bias; calculate sampling weights; prepare weighted statistical summaries and tabulations of the data; prepare a draft report on the survey results; and revise the draft and prepare a final report.

In order to preserve the anonymity of the respondents, the contractor shall not provide personally identifying information (PII) about the respondents to EPA or any other outside person or entity. This PII includes, at a minimum, the respondent's name, the respondent's phone number, the respondent's address, and the name of the organization the respondent works for. All PII will be stripped from any data files before they are conveyed to EPA or any other outside person or entity. At the completion of data collection the contractor shall delete the PII in the raw survey data file and replace it with a tracking number that cannot be matched to PII.

Task 4. Draft Economic Analysis of RRP Options for Public and Commercial Buildings

The contractor shall prepare a draft economic analysis of options to regulate RRP activities in public and commercial buildings. The draft economic analysis shall include the following sections: market profile; problem definition; cost analysis; benefits analysis; net benefits analysis; impact analysis, including impacts on small entities, and state, local, and tribal governments; environmental justice analysis; employment effects analysis; and sensitivity analysis. In addition to preparing an economic analysis, the contractor shall estimate the paperwork burden associated with these requirements. EPA will provide the exposure assessment estimates that shall be used to estimate the benefits of reducing exposure to lead-based paint.

Task 5. Supplementary Economic Analysis Related to Lead-Based Paint or Other Potential Sources of Lead Exposure and Associated Health Risks

The contractor shall prepare supplementary research memos and reports, and prepare materials suitable for sharing research results through briefings or on-line, on topics related to the economic analysis of lead-based paint activities or other potential sources of lead exposure and associated health risks. The WAM will designate the topics to be addressed, and dates/locations of any briefings requiring support, through technical direction. Examples of supplementary analyses include the following:

- Revise or create reports that address comments from EPA workgroups, EPA management, Office of Management and Budget, other agencies, and the public;
- Summarize and explain the data, assumptions, and analysis from existing reports;
- Revise existing reports to reflect changes in market data, risk data, or regulatory options, and to provide sensitivity analyses;
- Describe methodologies for economic analysis, identify information sources, and prepare literature surveys and bibliographies on topics identified by the WAM;
- Summarize methods and results of economic analyses prepared under this work assignment so that the information can be used as inputs to other related EPA studies.
- Identify information needed from other EPA studies that will serve as inputs to analyses prepared under this work assignment.
- Comment on reports identified by the WAM;
- Provide a written summary of points made at a meeting relevant to assessing economic impacts of EPA decisions;
- Arrange for peer review of economics reports identified by the WAM;
- Prepare briefing handouts and visuals describing results of economic analysis conducted under this work assignment; present briefing(s) on results of economic analysis; provide additional support as needed for briefings and presentations; and
- Support Agency preparation of Information Collection Requests (ICRs) by estimating the burden on industry and government of Agency data collection, and revising the draft report in response to comments by the WAM.

Task 6. Public Docket and Other Documentation

The contractor shall organize, annotate, summarize and submit information from paper and electronic files accumulated during the course of this work assignment, including documents required for a public docket. The contractor shall provide the following documentation to the WAM: copies of all relevant background information, data and analyses used in the report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, disk copies of final reports, spreadsheets, databases, and programs created under this work assignment, in formats compatible with the Agency's automated environment.

DELIVERABLES

Copies of all deliverables shall be submitted to the WAM for review and approval. The contractor shall revise the deliverables to reflect the WAM's comments.

The contractor shall meet the following schedule:

<u>Task#</u>	<u>Deliverables</u>	<u>Due Date</u>
1	Workplan	15 days after WA received

2	QAPP	15 days after WA received
3	Industry survey	October 31, 2016
4	Draft economic analysis	December 30, 2016
5	Supplementary analyses	As specified in WAM technical direction
6	Public docket and documentation	As specified in WAM technical direction

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-07								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009	Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number	Title of Work Assignment/SF Site Name DfE AA OECD								
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
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Contractor WP Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee				LOE:				
Work Assignment Manager Name Kathy Hart						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8787				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Stefan Martiyan						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1987				
						FAX Number:				

**Work Assignment 1-07
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: DfE Alternatives Assessment, Safer Choice Program, and OECD Workgroup Support

Work Assignment Manager

Kathy Hart
Design for the Environment Branch
Chemistry, Economics and Sustainable
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Tel. (202) 564-8787
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Alternate Work Assignment Manager

Emma Lavoie
Design for the Environment Branch
Chemistry, Economics and Sustainable
Strategies Division
Tel. (202) 564-0951
Email: lavoie.emma@epa.gov

LEVEL OF EFFORT The total level of effort for this work assignment is 800 hours.

BACKGROUND AND PURPOSE

EPA's Design for the Environment (DfE) Program, which includes the Safer Choice Labeling and Alternatives Assessment Programs, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE programs encourage and assist industry to make informed, environmentally responsible choices by providing technical information on chemical hazard and fate, and standardized analytical tools for industry application. In addition to the Safer Choice and Alternatives Assessment Programs, this work assignment also supports DfE's involvement in risk management activities for OPPT Workplan chemicals, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD).

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Task 2. Quality Assurance Project Plan

The contractor shall submit with their work plan a written Quality Assurance Project Plan in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality.

Task 3. Support the DfE Alternatives Assessment Program and TSCA Work Plan Chemicals

DfE Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

- Research background information on substitutes and uses;
- Provide information to support options and scoping of assessments;
- Draft chapters for the reports;
- Develop responses to comments after public comment period; and
- Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 3.1. Support Activities for TSCA Workplan Chemicals

The contractor shall support DfE projects related to the TSCA Workplan chemicals (<http://www.epa.gov/oppt/existingchemicals/pubs/workplan.html>), including problem formulation and risk management approaches. DfE may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain Workplan chemicals. Activities related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with DfE staff.

For purposes of cost estimation, the contractor shall assume they will attend meetings or calls two times a month, and prepare brief reports for each project, in addition to performing other tasks directed by the WAM, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 3.2. Support DfE Life-Cycle Assessments and Completed DfE Alternatives Assessments

The contractor shall provide technical and communications support, as needed, for completed DfE life-cycle assessment (LCA) studies, including the DfE/ORD Li-ion Batteries and Nanotechnology life-cycle assessment study, and for all completed DfE Alternatives Assessments. The contractor shall also provide, if requested, support for conducting screening-level LCAs on new product categories, specific chemical ingredients, or other products or services, as described by the WAM.

Task 4. Conduct Scoping for New Safer Choice Product Categories

The contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice Program. The contractor will support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure pathways, marketing information, regulations, patents, novel green chemical design and other relevant

information. The contractor shall analyze the information as it relates to establishing a new product category, and understanding a specific product type and associated functional uses for the Safer Choice program. The contractor may be asked to identify experts in different product categories from industry, academia, government and other organizations in the background research. Examples of new product categories include personal care products, textile cleaning tools, pet products, childrens art supplies, and ‘do-it-yourself’ craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice standard.

The contractor is encouraged to propose product categories with potential for impact from Safer Choice labeling by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The contractor shall develop a scoping report for each new product sector, as directed by the WAM.

Task 5. Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals

The contractor will support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintain the OECD Substitution and Alternatives Assessment Toolbox. The contractor shall also support other activities of the Workgroup that arise from the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WAM, which could include research, literature reviews, presentations and reports related to alternatives assessments and substitution methods and practices. The contractor will also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 6. Provide Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

DELIVERABLES

In addition to the specific tasks summarized in Table 1, other deliverables and schedules in support of all tasks will be provided by the WAM in written technical direction. The contractor shall provide the following specific deliverables to the EPA WAM:

Task 1: Work Plan			15 days after receipt of work assignment
Task 2: QAPP			15 days after receipt of work assignment

Task 3.1: Support for Work Plan Chemicals	Develop information summaries for relevant Work Plan chemicals	Up to 18 reports	14 days after receiving technical direction
Task 3.2: DfE Life-Cycle Assessments	Respond to LCA inquiries, and conduct screening-level LCAs	To be determined	As directed by WAM
Task 4 – Scoping New Product Categories	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WAM
Task 5: Support for OECD Workgroup Activities	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WAM

WORK ASSIGNMENT STATEMENT OF WORK

Title: DfE Alternatives Assessment, Safer Choice Program, and OECD Workgroup Support

Contractor: Abt Associates, Inc,

Contract No.: EP-W-16-009

Work Assignment Number: 1-07, Amendment #1

Estimated Period of Performance: April 1, 2016-March 31, 2017

Estimated Level of Effort: 800 hours, plus 716 hours for this amendment = **1,516 hours (new total)**

Key EPA Personnel:

Work Assignment Manager (WAM): Kathy Hart
202/564-8787

Alternate Work Assignment Manager (Alt WAM): Monica Miller
202/564-0951

Project Officer: Cynthia Bowie
202/564-7726

Background and Purpose:

EPA's Design for the Environment (DfE) Program, which includes the Safer Choice Labeling and Alternatives Assessment Programs, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE programs encourage and assist industry to make informed, environmentally responsible choices by providing technical information on chemical hazard and fate, and standardized analytical tools for industry application. In addition to the Safer Choice and Alternatives Assessment Programs, this work assignment also supports DfE's involvement in risk management activities for OPPT Workplan chemicals, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD). **This amendment adds a new task (#5), to support stakeholder meetings regarding the newly implemented TSCA law.**

Tasks 2-6 provide a description of each individual project, specific deliverables, and their schedule.

Tasks and Deliverables:

The WAM will review all deliverables in draft form and provide revisions and/or comments to

the Contractor. The Contractor shall prepare the final deliverables incorporating the WAM's comments.

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the Contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

QUALITY ASSURANCE (QA) REQUIREMENTS

The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan (QAPP) for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models. A QAPP is required for all labor work assignments in Office of Pollution Prevention and Toxics.

Task 1 - Prepare Workplan

The Contractor shall prepare a work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe, and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task, and a staffing plan. The WAM will review the workplan. Official revisions will be given to the Contractor by the WAM. The Contractor shall prepare a revised workplan incorporating the WAM's comments, if required. The Contractor shall provide a QAPP for the alternatives assessment projects within 1 month of workplan approval.

Task 2 - Support the DfE Alternatives Assessment Program and TSCA Work Plan Chemicals

DfE Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

- Research background information on substitutes and uses;
- Provide information to support options and scoping of assessments;
- Draft chapters for the reports;

Develop responses to comments after public comment period; and
Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 2.1 -- Support Activities for TSCA Workplan Chemicals

The Contractor shall support DfE projects related to the TSCA Workplan chemicals (<http://www.epa.gov/oppt/existingchemicals/pubs/workplan.html>), including problem formulation and risk management approaches. DfE may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain Workplan chemicals. Activities related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with DfE staff.

For purposes of cost estimation, the Contractor shall assume they will attend meetings or calls two times a month, and prepare brief reports for each project, in addition to performing other tasks directed by the WAM, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 2.2 – Support DfE Life-Cycle Assessments and Completed DfE Alternatives Assessments

The Contractor shall provide technical and communications support, as needed, for completed DfE life-cycle assessment (LCA) studies, including the DfE/ORD Li-ion Batteries and Nanotechnology life-cycle assessment study, and for all completed DfE Alternatives Assessments. The Contractor shall also provide, if requested, support for conducting screening-level LCAs on new product categories, specific chemical ingredients, or other products or services, as described by the WAM.

Task 3—Conduct Scoping for New Safer Choice Product Categories

The Contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice Program. The Contractor will support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure pathways, marketing information, regulations, patents, novel green chemical design and other relevant information. The Contractor shall analyze the information as it relates to establishing a new product category, and understanding a specific

product type and associated functional uses for the Safer Choice program. The Contractor may be asked to identify experts in different product categories from industry, academia, government and other organizations in the background research. Examples of new product categories include personal care products, textile cleaning tools, pet products, childrens art supplies, and ‘do-it-yourself’ craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The Contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice standard.

The Contractor is encouraged to propose product categories with potential for impact from Safer Choice labeling by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The Contractor shall develop a scoping report for each new product sector, as directed by the WAM.

Task 4 – Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals

The Contractor will support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintain the OECD Substitution and Alternatives Assessment Toolbox. The Contractor shall also support other activities of the Workgroup that arise from the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WAM, which could include research, literature reviews, presentations and reports related to alternatives assessments and substitution methods and practices. The Contractor will also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 5 – Support Stakeholder Meetings on New TSCA Law

The contractor will support meetings with stakeholders to obtain public input regarding implementation of the newly implemented TSCA law. The support will include making arrangements for 4 public stakeholder meetings on chemical prioritization, risk evaluation, and fee structure (meeting rooms and web support for remote access), as well as registration, pre- and post-meeting stakeholder communication, and “day of” facilitation and logistical services.

Task 6 – Provide Documentation

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Table 1: SCHEDULE FOR DELIVERABLES

In addition to the specific tasks summarized in Table 1, other deliverables and schedules in support of all tasks will be provided by the WAM in written technical direction. The Contractor shall provide the following specific deliverables to the EPA WAM:

Task 2.1: Support for Work Plan Chemicals	Develop information summaries for relevant Work Plan chemicals	Up to 18 reports	14 days after receiving technical direction
Task 2.2: DfE Life-Cycle Assessments	Respond to LCA inquiries, and conduct screening-level LCAs	To be determined	As directed by WAM
Task 3: Scoping New Product Categories	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WAM
Task 4: Support for OECD Workgroup Activities	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WAM
Task 5: Support Stakeholder Meetings on New TSCA Law	Support meetings with stakeholders to obtain public input regarding implementation of the newly implemented TSCA law	4 1-day meetings	As directed by WAM

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-07	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002	
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number	
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017	
Comments: The purpose of this amendment approves Work Plan Version Revision 1 in the amount of 716 hours for \$165,279.00 Bringing the overall cost (Base + Amendment) to \$241,651.00. This mod also updates the WA COR to Chen Wen and adds Tracey Williams as the Contract Specialist.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 04/18/2016 To 04/17/2017		Cost/Fee: LOE:	
This Action:			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee LOE:	
Cumulative Approved:		Cost/Fee LOE:	
Work Assignment Manager Name Chen Wen		Branch/Mail Code:	
_____		Phone Number: 202-564-8849	
(Signature) (Date)		FAX Number:	
Project Officer Name Cynthia Bowie		Branch/Mail Code:	
_____		Phone Number: 202-564-7726	
(Signature) (Date)		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____		Phone Number:	
(Signature) (Date)		FAX Number:	
Contracting Official Name Jessica Wilson		Branch/Mail Code:	
_____		Phone Number: 202-564-2504	
(Signature) (Date)		FAX Number:	

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-08	
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number	
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Chemical Data Reporting	
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017	
Comments:			
<input type="checkbox"/> Superfund <input checked="" type="checkbox"/> Non-Superfund			
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 04/18/2016 To 04/17/2017		Cost/Fee: LOE: 0	
This Action:		0	
Total:		0	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee: LOE:	
Cumulative Approved:		Cost/Fee: LOE:	
Work Assignment Manager Name Susan Sharkey _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-8789 FAX Number:	
Project Officer Name Cynthia Bowie _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:	
Other Agency Official Name _____ (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Christine Edwards _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-2182 FAX Number:	

**Work Assignment 1-08
STATEMENT OF WORK
Contract EP-W-16-009**

TITLE: Chemical Data Reporting

Work Assignment Manager

Susan Sharkey
Existing Chemicals Branch
Chemical Control Division
Tel. (202) 564-8789
Email: sharkey.susan@epa.gov

Alternate Work Assignment Manager

Jeffrey Taylor
Existing Chemicals Branch
Chemical Control Division
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Mail: U.S. EPA (7405M), Ariel Rios Bldg, 1200 Pennsylvania Ave, Washington, DC 20460
Courier: Room 4121Q, EPA East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT

The total level of effort for this work assignment is 500 hours.

PURPOSE

Prepare guidance and other documents and provide related support for the 2016 and future CDR reporting periods.

This work assignment is intended to provide support to EPA related to the CDR, including the development or refinement of guidance documents, data analyses, searchable document archive, preparing data for public release, and meeting support.

BACKGROUND

Through the Toxic Substances Control Act (TSCA) Chemical Data Reporting (CDR) rule, the Environmental Protection Agency (EPA) collects exposure-related manufacturing, processing, and use data on certain chemicals listed on the TSCA Chemical Substance Inventory (TSCA Inventory), including chemicals listed as pesticide inert and precursor chemicals. Changes to the Inventory Update Reporting (IUR) rule were finalized in August 2011, resulting in the formation of the CDR rule. The last submission period ended August 13, 2012. The next submission period will begin June 1, 2016 and will end September 30, 2016. Any of the data submitted in response to the CDR rule may be claimed as confidential business information (CBI).

The CDR data are used for screening-level exposure determinations for chemicals in commerce in the United States. These data are used by EPA, other federal government agencies, state government, industry, non-governmental organizations, and the public. EPA will identify and produce analyses of the data that would be of particular interest to the public and reflect stakeholder interests.

The contractor shall use, and not duplicate, information developed under EPA contract EP-W-08-010, Work Assignment (WA) 6-4, or EP-W12-001, WA 3-01 and WA 4-05.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Some work may require access to TSCA Confidential Business Information. **The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared before any TSCA CBI is handled under the work assignment.** *These staff must also take supplementary CBI training designated by the COR. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.* The contractor shall also comply with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan

A Quality Assurance Project Plan is not required for this work assignment.

Task 3. Develop or Finalize Individual Fact Sheets and Guidance Documents, Data Analysis and Other Documents

The contractor shall update, draft and/or develop 2016 CDR documents, including individual fact sheets, guidance, and outreach materials and data analysis as specified by the WAM. The draft documents may be based on analysis provided by EPA and/or developed by the contractor. The contractor shall also properly format and finalize finished products.

For purposes of the work plan, the contractor shall assume finalizing work begun under WA 4-05 of contract EP-W-12-001, such as for the Training Modules and Instructions for Reporting and up to three (3) additional documents of two (2) to ten (10) pages requiring drafting, editing review, and formatting.

Task 4. CDR Document Archive

The development of a centralized, interactive database for archiving and accessing CDR-related FAQs, current and historical correspondence, guidance, and other documents and materials as identified was started under contract EP-W-12-001 (WA 3-01 and 4-05). This database includes the ability to search the documents using metadata and other information, including the text of the documents.

- a. The contractor shall continue to develop the database to improve and enhance the search and archiving ability, based on written technical direction from the WAM.
- b. The contractor shall review the current data landscape as directed by the WAM via written technical direction to ensure that all relevant guidance is incorporated into the searchable database.
- c. The contractor shall enable access by selected EPA staff to test the database on a continuing basis.

Task 5. Preparing Data for Public Release

The contractor shall assist with preparing the data for public release by assisting with quality control (QC) checks by conducting a QC of the data.

- a. The contractor shall standardize the CDR parent company names for the release of the 2016 CDR data. The contractor will assist with QC analysis and verify whether the business rules developed by OPPT from aggregating and masking production volumes that have been claimed as Confidential Business Information (CBI) are reliable.
- b. The contractor is also tasked with conducting queries as requested by the WAM via written technical direction. The contractor shall query the database per the technical direction and return results as appropriate depending on CBI content.

Work under Task 5 will be initiated by the WAM via written technical direction. The technical direction will include specific deliverables and schedules.

Task 6. Meeting and Outreach Support

From time to time, EPA requires support for meetings, including for public meetings. The contractor shall provide note taking and meeting summary support.

For purposes of the work plan, the contractor shall assume providing on-site note taking support, including the development of a meeting summary, for 3 meetings of 2 hours per meeting.

Work under Task 6 will be initiated by the WAM via written technical direction. The technical direction will include specific deliverables and schedules.

DELIVERABLES

Tasks	Assignments	Due Date
1	Prepare Work Plan	15 days after receipt of work assignment
2	QAPP	N/A
3a.	First draft of document	NTL 2 weeks following request
3b.	Second draft of document	NTL 2 weeks following approval of 3a. deliverables
3c.	Final document	NTL 1 week following approval of 3b. deliverables

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-08								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-W-16-009	Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name Chemical Data Reporting							
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/06/2016 To 04/17/2017								
Comments: Revised tasks on the existing work assignment.. See attached updated SOW.										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
04/18/2016 To 04/17/2017										
This Action:						0				
Total:						0				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Susan Sharkey <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8789 FAX Number:				
Project Officer Name Cynthia Bowie <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:				
Other Agency Official Name Brian Nelson-Palmer <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-6190 FAX Number:				
Contracting Official Name Sheila Dolan <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4348 FAX Number:				

Work Assignment 1-08
Revision 1
STATEMENT OF WORK
Contract EP-W-16-009

TITLE: Chemical Data Reporting

Work Assignment Manager

Susan Sharkey
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Alternate Work Assignment Manager

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Courier: Room 4121Q, EPA East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT

The total level of effort for this work assignment is 500 hours.

PURPOSE

Prepare guidance and other documents and provide related support for the 2016 and future CDR reporting periods.

This work assignment is intended to provide support to EPA related to the CDR, including the development or refinement of guidance documents, data analyses, searchable document archive, preparing data for public release, and meeting support.

BACKGROUND

Through the Toxic Substances Control Act (TSCA) Chemical Data Reporting (CDR) rule, the Environmental Protection Agency (EPA) collects exposure-related manufacturing, processing, and use data on certain chemicals listed on the TSCA Chemical Substance Inventory (TSCA Inventory), including chemicals listed as pesticide inert and precursor chemicals. Changes to the Inventory Update Reporting (IUR) rule were finalized in August 2011, resulting in the formation of the CDR rule. The last submission period ended August 13, 2012. The next submission period will begin June 1, 2016 and will end September 30, 2016. Any of the data submitted in response to the CDR rule may be claimed as confidential business information (CBI).

The CDR data are used for screening-level exposure determinations for chemicals in commerce in the United States. These data are used by EPA, other federal government agencies, state government, industry, non-governmental organizations, and the public. EPA will identify and produce analyses of the data that would be of particular interest to the public and reflect stakeholder interests.

The contractor shall use, and not duplicate, information developed under EPA contract EP-W-08-010, Work Assignment (WA) 6-4, or EP-W-12-001, WA 3-01 and WA 4-05.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Some work may require access to TSCA Confidential Business Information. The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared before any TSCA CBI is handled under the work assignment. *These staff must also take supplementary CBI training designated by the COR. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.* The contractor shall also comply with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan

The contractor shall prepare a Quality Assurance Project Plan (QAPP) for Tasks 3 and 4 of this work assignment. Preliminary work for Tasks 3 and 4 can be conducted prior to the development and approval of the QAPP. Work conducted under Tasks 5 and 6 do not require a QAPP.

Task 3. Develop Reports, such as a Data Analysis

The contractor shall update, draft and/or develop 2016 CDR documents, including individual fact sheets and reports, including data analysis as specified by the WAM. The draft documents may be based on analysis provided by EPA and/or developed by the contractor. The contractor shall also properly format and finalize finished products.

For purposes of the workplan, the contractor shall assume outlining a national report for the 2016 CDR data and preparing up to three additional documents of two (2) to five (5) pages requiring drafting, editing review, and formatting.

Task 4. Preparing Data for Public Release

The contractor shall assist with preparing the data for public release by assisting with quality control (QC) checks by conducting a QC of the data.

- a. The contractor shall standardize the CDR parent company names for the release of the 2016 CDR data. The contractor will assist with QC analysis and verify whether the business rules developed by OPPT from aggregating and masking production volumes that have been claimed as Confidential Business Information (CBI) are reliable.
- b. The contractor is also tasked with conducting queries as requested by the WAM via written technical direction. The contractor shall query the database per the technical direction and return results as appropriate depending on CBI content.

For purposes of the workplan, the contractor shall assume providing a written plan, including procedures and timetable, for addressing QC associated with company names and implementing such plan.

Work under Task 4 will be initiated by the WAM via written technical direction. The technical direction will include specific deliverables and schedules.

Task 5. CDR Document Archive

The development of a centralized, interactive database for archiving and accessing CDR-related FAQs, current and historical correspondence, guidance, and other documents and materials as identified was started under contract EP-W-12-001 (WA 3-01 and 4-05). This database includes the ability to search the documents using metadata and other information, including the text of the documents.

- a. The contractor shall continue to develop the database to improve and enhance the search and archiving ability, based on written technical direction from the WAM.
- b. The contractor shall review the current data landscape as directed by the WAM via written technical direction to ensure that all relevant guidance is incorporated into the searchable database.
- c. The contractor shall enable access by selected EPA staff to test the database on a continuing basis.

For purposes of the work plan, the contractor shall assume that this Task is on hold, and will do what is needed to maintain the current version of the database.

Task 6. Meeting and Outreach Support

From time to time, EPA requires support for meetings, including for public meetings. The contractor shall provide general meeting support, including meeting organization, room location and reservation, check-in, placards, note taking, and meeting recording and summary support.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for 3 public meetings of 1-2 days per meeting.

Work under Task 6 will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed.

DELIVERABLES

Tasks	Assignments	Due Date
1	Prepare Work Plan	15 days after receipt of work assignment revision 1
2	QAPP	Before work on Task 3 or 4 is begun
3a.	Outline of document	NLT 2 weeks following request
3b.	First draft of document	NLT 2 weeks following approval of 3a. deliverables
3c.	Final document	NLT 1 week following approval of 3b. deliverables
4a.	First draft of plan	NLT 2 weeks following request
4b.	Final draft of plan	NLT 1 week following approval of 4a. deliverables

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-08

☐ Other ☒ Amendment Number:

000002

Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Chemical Data Reporting

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment☐ Work Assignment Close-Out

Period of Performance

☒ Work Assignment Amendment☐ Incremental Funding☐ Work Plan Approval

From 05/06/2016 To 04/17/2017

Comments:

The purpose of this amendment is to add 65 hours to the current period of performance ending on April 17, 2017. To support the public meetings that collect information from industry. Also to add Stephanie Jarmul as a Alternate COR. CO: Jody Gosnell PO: Cynthia Bowie. Please provide us with a workplan in 15 days.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 04/18/2017 To 04/17/2018 Cost/Fee: LOE: 0

This Action: 0

Total: 0

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Susan Sharkey

Branch/Mail Code:

Phone Number: 202-564-8789

FAX Number:

(Signature) (Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature) (Date)

Other Agency Official Name Tracey Williams

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature) (Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature) (Date)

Work Assignment 1-08
Revision 2
STATEMENT OF WORK
Contract EP-W-16-009

TITLE: Chemical Data Reporting

Work Assignment Manager

Susan Sharkey
Existing Chemicals Branch
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Alternate Work Assignment Managers

Jeff Taylor
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LEVEL OF EFFORT

This Revision 2 adds 65 hours, for a total level of effort for this work assignment of 565 hours.

PURPOSE

Prepare guidance and other documents and provide related support for the 2016 and future CDR reporting periods.

This work assignment is intended to provide support to EPA related to the CDR, including the development or refinement of guidance documents, data analyses, searchable document archive, preparing data for public release, and meeting support.

This Revision 2 adds an alternate work assignment manager and adds 65 hours to the level of effort. There are no other changes.

BACKGROUND

Through the Toxic Substances Control Act (TSCA) Chemical Data Reporting (CDR) rule, the Environmental Protection Agency (EPA) collects exposure-related manufacturing, processing, and use data on certain chemicals listed on the TSCA Chemical Substance Inventory (TSCA Inventory), including chemicals listed as pesticide inert and precursor chemicals. Changes to the Inventory Update Reporting (IUR) rule were finalized in August 2011, resulting in the formation of the CDR rule. The last submission period ended August 13, 2012. The next submission period will begin June 1, 2016 and will end September 30, 2016. Any of the data submitted in response to the CDR rule may be claimed as confidential business information (CBI).

The CDR data are used for screening-level exposure determinations for chemicals in commerce in the United States. These data are used by EPA, other federal government agencies, state government,

Industry, non-governmental organizations, and the public. EPA will identify and produce analyses of the data that would be of particular interest to the public and reflect stakeholder interests.

The contractor shall use, and not duplicate, information developed under EPA contract EP-W-08-010, Work Assignment (WA) 6-4, or EP-W-12-001, WA 3-01 and WA 4-05.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Some work may require access to TSCA Confidential Business Information. The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared before any TSCA CBI is handled under the work assignment. *These staff must also take supplementary CBI training designated by the COR. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.* The contractor shall also comply with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan

The contractor shall prepare a Quality Assurance Project Plan (QAPP) for Tasks 3 and 4 of this work assignment. Preliminary work for Tasks 3 and 4 can be conducted prior to the development and approval of the QAPP. Work conducted under Tasks 5 and 6 do not require a QAPP.

Task 3. Develop Reports, such as a Data Analysis

The contractor shall update, draft and/or develop 2016 CDR documents, including individual fact sheets and reports, including data analysis as specified by the WAM. The draft documents may be based on analysis provided by EPA and/or developed by the contractor. The contractor shall also properly format and finalize finished products.

For purposes of the workplan, the contractor shall assume outlining a national report for the 2016 CDR data and preparing up to three additional documents of two (2) to five (5) pages requiring drafting, editing review, and formatting.

Task 4. Preparing Data for Public Release

The contractor shall assist with preparing the data for public release by assisting with quality control (QC) checks by conducting a QC of the data.

- a. The contractor shall standardize the CDR parent company names for the release of the 2016 CDR data. The contractor will assist with QC analysis and verify whether the business rules developed by OPPT from aggregating and masking production volumes that have been claimed as Confidential Business Information (CBI) are reliable.
- b. The contractor is also tasked with conducting queries as requested by the WAM via written technical direction. The contractor shall query the database per the technical direction and return results as appropriate depending on CBI content.

For purposes of the work plan, the contractor shall assume providing a written plan, including procedures and timetable, for addressing QC associated with company names and implementing such plan.

Work under Task 4 will be initiated by the WAM via written technical direction. The technical direction will include specific deliverables and schedules.

Task 5. CDR Document Archive

The development of a centralized, interactive database for archiving and accessing CDR-related FAQs, current and historical correspondence, guidance, and other documents and materials as identified was started under contract EP-W-12-001 (WA 3-01 and 4-05). This database includes the ability to search the documents using metadata and other information, including the text of the documents.

- a. The contractor shall continue to develop the database to improve and enhance the search and archiving ability, based on written technical direction from the WAM.
- b. The contractor shall review the current data landscape as directed by the WAM via written technical direction to ensure that all relevant guidance is incorporated into the searchable database.
- c. The contractor shall enable access by selected EPA staff to test the database on a continuing basis.

For purposes of the work plan, the contractor shall assume that this Task is on hold, and will do what is needed to maintain the current version of the database.

Task 6. Meeting and Outreach Support

From time to time, EPA requires support for meetings, including for public meetings. The contractor shall provide general meeting support, including meeting organization, room location and reservation, check-in, placards, note taking, and meeting recording and summary support.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for 3 public meetings of 1-2 days per meeting.

Work under Task 6 will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed.

DELIVERABLES

Tasks	Assignments	Due Date
1	Prepare Work Plan	15 days after receipt of work assignment revision 1
2	QAPP	Before work on Task 3 or 4 is begun
3a.	Outline of document	NLT 2 weeks following request
3b.	First draft of document	NLT 2 weeks following approval of 3a. deliverables
3c.	Final document	NLT 1 week following approval of 3b. deliverables
4a.	First draft of plan	NLT 2 weeks following request
4b.	Final draft of plan	NLT 1 week following approval of 4a. deliverables

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-09								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name TSCA Chemical Exposure Support								
Specify Section and paragraph of Contract SOW										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2016 To 04/17/2017								
Comments: Initiate work assignment with 720 LOE										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2017				0						
This Action:				0						
				0						
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name David Tobias						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8534				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name Brian Nelson-Palmer						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-6190				
						FAX Number:				
Contracting Official Name Sheila Dolan						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4348				
						FAX Number:				

Statement of Work

Period of Performance: Date of initiation through October 31, 2016

WA 1-09

TITLE: New Chemicals Exposure Support and Targeted Support for Updates to Existing Exposure Models

<u>Work Assignment Manager (WAM)</u>	<u>Alternate Work Assignment Manager</u>
David Tobias Assessment Branch 2 Risk Assessment Division Tel. (202) 564- 8533 Fax (202) 564-8534 Email: tobias.david@epa.gov U.S. Mail: U.S.EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001	Charles Bevington Assessment Branch 2 Risk Assessment Division Tel. (202) 564-8814 Fax (202) 564-8671 Email: Bevington.charles@epa.gov U.S. Mail: U.S. EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001

PURPOSE:

The primary purpose of this work assignment is to support the Risk Assessment Division in their responsibilities for the New Chemicals Program under the Chemical Safety in the 21st Century Act. No other tasks should supercede or prevent the ability of OPPT to maintain support for the New Chemicals Program through the period of performance.

BACKGROUND:

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Chemical Safety in the 21st Century Act and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT has developed several exposure and fate models that help evaluate what happens to chemicals when they are used and released into the environment. In addition, these models estimate concentrations of pollutants and how populations of concern are exposed to chemicals. Populations of interest to OPPT include workers, the general public, consumers, low-income and minority populations, as well as aquatic and terrestrial organisms. Screening level models use readily available data and are designed to require minimal data entry and generally estimate conservative upper end scenarios. Higher Tier models require more detailed data entry and are designed to more closely represent exposure scenarios.

The tasks in this statement of work require contractors that are familiar with each module within E-FAST and NCEM which are the main software packages that OPPT uses to model environmental, general population and consumer

exposures. The contractors must be familiar with the fate parameters (e.g. waste water treatment plant removal efficiency) and engineering release inputs that are necessary for producing the exposure assessments. At least one of the contractors should have over one year of experience performing exposure assessments using the NCEM model.

SCOPE OF WORK

This work assignment covers the assessment of New Chemicals with existing computerized models.

TASKS:

Task 1: Work plan and Administrative Matters

The contractor shall submit a work plan describing tasks, approach, schedule, and estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles. The contractor shall submit deliverables electronically unless otherwise requested by the EPA WAM. For work assignments that involve the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-1994 and prepare a quality assurance project plan (QAPP) following EPA guidelines. The contractor shall prepare a quality assurance plan for activities under this work assignment that require such a plan, as identified in the initial work assignment, in WA amendments, or by the EPA WAM through technical direction. The Contractor shall notify the WAM and CO when 75, 90, and 100% of approved hours have been expended.

Task 2: Assessing New Chemicals

The contractor shall support EAB in meeting the objectives of this work assignment and its responsibilities under TSCA Section 5 by performing the following:

Subtask 2.1: The contractor shall provide technical support for EPA's New Chemicals Program by preparing Initial Review Exposure Reports (IRExRs) and post-FOCUS reports according to the *Guidelines for Completing Initial Review Exposure Reports (IRExRs) for New Chemical Substances*; historically, there are about 8 to 24 assessments weekly. Contractor work on IRExRs scheduled to go the FOCUS meeting shall be done during approximately 8:30 AM to 5 PM on the day prior to the FOCUS meeting. No more than one contractor employee shall work on IRExRs or post-FOCUS reports at EPA at one time unless arrangements for additional staff are approved by the EPA WAM. After completion of the IRExRs per work day, the contractor shall use time remaining in that day to complete post-FOCUS reports, e.g., Standard Reviews and Special Information Requests, in the order that they are received. Changes to this direction will be designated by the EPA WAM in written technical direction.

The contractor shall make a copy of each new chemical report on media designated for CBI (Confidential Business Information) documents. The contractor shall complete new chemical reports using templates, software, and/or guidance provided by the EPA WAM, as described in the approved Quality Assurance Project Plan (QAPP). Changes to this direction will be provided by the EPA WAM in written technical direction. The contractor shall maintain copies of all work documentation to include templates, assumptions, raw data, calculation, and information used or produced during the course of this subtask.

Subtask 2.2: The contractor shall acquire data to complete New Chemical reviews; for example, researching facility-specific information for post-FOCUS cases, about once or twice per month.

Subtask 2.3: The contractor shall complete sanitization of IRExRs for cases on a quarterly basis. Cases will be identified through technical direction received from the WAM.

Task 3: Exposure Assessment Needs and Quick Response Tasks

The contractor shall provide technical assistance, as needed, to support work in developing additional data, models or approaches for exposure scenarios of interest to OPPT. The contractor shall respond to "quick action" requests from the WAM to provide required technical support as requested and are generally completed within a few days of receipt of technical direction. Within the period of performance, the contractor may assume no more than two targeted requests.

Schedule of Deliverables

Tasks	Deliverables	Schedule
Task 1:	Project work plan	Work plan: Within 15 days after initiation of Work Assignment
Task 2:		
Sub Task 2.1	IRExRs and post-FOCUS reports	Twice weekly; Wednesday and Friday
Sub Task 2.2	Facility specific information	As specified in written technical direction
Sub Task 2.3	Sanitization	As specified in written technical direction
Task 3:	Exposure Assessment Needs and Quick Response Tasks	As needed during performance period

ANTICIPATED TRAVEL REQUIREMENT

Only local travel is anticipated for this work assignment.

OTHER:

The contractor shall produce a Quality Assurance Project Plan (QAPP) as part of its work plan for this work assignment that includes the QAPP from the 2013 contract year new chemicals work assignment (3-02) under this contract, plus the new Standard Operating Procedures developed during 2013. For enhanced QA/QC—as determined by the EPA WAM—the contractor shall follow guidance as directed by the EPA WAM, e.g., Chapter 3 from the *Guidance for Quality Assurance Project Plans for Modeling* (EPA QA/G-5M, December 2002).

All software application and web-based deliverables shall be compliant with the Section 508 accessibility standards of the Rehabilitation Act of 1973 (Act). Software application deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (l) of Section 1194.21 of the Act. Web-based deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (p) of Section 1194.22 of the Act.

When preparing these deliverables, the Contractor shall refer to the most recent version of the Section 508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>. The contractor shall demonstrate Section 508 compliance of web-based deliverables by submitting a printout from a reputable Section 508 compliance software package showing that all priority 1 accessibility requirements have been met. The contractor shall identify the software package and version used if this information is not listed on the printout.

Although the same chemical may be submitted more than once in the New Chemicals Program, no additional work is done unless new information is part of the submission; strict record-keeping for chemical entries into the Office of Pollution Prevention and Toxics New Chemicals review system prevent duplication of effort.

Contractor employees assigned to assess new chemicals shall be cleared to handle TSCA Confidential Business Information (CBI).

The contractor shall track and report weekly on level of effort and funds consumed by task number above (per week and cumulative); these electronic reports, in Excel format, shall be in addition to the monthly reports required by the contract. The contractor shall notify EPA within two weeks of the work assignment's hours and approved budget reaching 75% and 90% exhaustion. The contractor shall immediately inform the EPA WAM of any problem that may impede performance during the period of this task. Toward the end of the work assignment, the contractor shall prepare a summary report listing all activities undertaken in the work assignment and their outcomes. Finally, the contractor shall list any recommendations/proposals relevant to the work assignment for consideration by EPA.

Technical direction must be within the contract and the work assignment statement of work. The Project Officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract or work assignment; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract; (4) alters the period of performance; or (5) changes any of the express terms or conditions of the contract or work assignment.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div> United States Environmental Protection Agency Washington, DC 20460 </div> </div> <div style="text-align: center; margin-top: 10px;"> <h2 style="margin: 0;">Work Assignment</h2> </div>		Work Assignment Number 1-09								
Contract Number EP-W-16-009		<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="checkbox"/> Other </div> <div> <input checked="" type="checkbox"/> Amendment Number: 000001 </div> </div>								
Contract Period 04/18/2016 To 04/17/2017 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name New Chemicals Exposure Support								
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW								
Purpose: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Work Assignment <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance From 04/18/2016 To 04/17/2017								
Comments: The purpose of this amendments is to increase the LOE by 100 bringing the total LOE to 820.										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="checkbox"/> Superfund </div> <div> Accounting and Appropriations Data </div> <div> <input checked="" type="checkbox"/> Non-Superfund </div> </div>										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> SFO (Max 2) </div> <div> <input type="checkbox"/> </div> <div> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. </div> </div>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2017				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name David Tobias <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8534 FAX Number:				
Project Officer Name Cynthia Bowie <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Jody Gosnell <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4353 FAX Number:				

Statement of Work

Period of Performance: Date of initiation through April 17, 2017

TITLE: New Chemicals Exposure Support and Targeted Support for Updates to Existing Exposure Models

<u>Work Assignment Manager (WAM)</u>	<u>Alternate Work Assignment Manager</u>
David Tobias Assessment Branch 2 Risk Assessment Division Tel. (202) 564- 8533 Fax (202) 564-8534 Email: tobias.david@epa.gov U.S. Mail: U.S.EPA,1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001	Charles Bevington Assessment Branch 2 Risk Assessment Division Tel. (202) 564-8814 Fax (202) 564-8671 Email: Bevington.charles@epa.gov U.S. Mail: U.S. EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001

PURPOSE:

The primary purpose of this amendment is to add 100 hours to work assignment 1-09 which will support the Risk Assessment Division in their responsibilities for the New Chemicals Program under the Chemical Safety in the 21st Century Act. No other tasks should supercede or prevent the ability of OPPT to maintain support for the New Chemicals Program through the period of performance.

BACKGROUND:

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Chemical Safety in the 21st Century Act and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT has developed several exposure and fate models that help evaluate what happens to chemicals when they are used and released into the environment. In addition, these models estimate concentrations of pollutants and how populations of concern are exposed to chemicals. Populations of interest to OPPT include workers, the general public, consumers, low-income and minority populations, as well as aquatic and terrestrial organisms. Screening level models use readily available data and are designed to require minimal data entry and generally estimate conservative upper end scenarios. Higher Tier models require more detailed data entry and are designed to more closely represent exposure scenarios.

The tasks in this statement of work require contractors that are familiar with each module within E-FAST and NCEM which are the main software packages that OPPT uses to model environmental, general population and consumer exposures. The contractors must be familiar with the fate parameters (e.g. waste water treatment plant removal

efficiency) and engineering release inputs that are necessary for producing the exposure assessments. At least one of the contractors should have over one year of experience performing exposure assessments using the NCEM model.

SCOPE OF WORK

This work assignment covers the assessment of New Chemicals with existing computerized models.

TASKS:

Task 1: Work plan and Administrative Matters

The contractor shall submit a work plan describing tasks, approach, schedule, and estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles. The contractor shall submit deliverables electronically unless otherwise requested by the EPA WAM. For work assignments that involve the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-1994 and prepare a quality assurance project plan (QAPP) following EPA guidelines. The contractor shall prepare a quality assurance plan for activities under this work assignment that require such a plan, as identified in the initial work assignment, in WA amendments, or by the EPA WAM through technical direction. The Contractor shall notify the WAM and CO when 75, 90, and 100% of approved hours have been expended.

Task 2: Assessing New Chemicals

The contractor shall support EAB in meeting the objectives of this work assignment and its responsibilities under TSCA Section 5 by performing the following:

Subtask 2.1: The contractor shall provide technical support for EPA's New Chemicals Program by preparing Initial Review Exposure Reports (IRExRs) and post-FOCUS reports according to the *Guidelines for Completing Initial Review Exposure Reports (IRExRs) for New Chemical Substances*; historically, there are about 8 to 24 assessments weekly. Contractor work on IRExRs scheduled to go the FOCUS meeting shall be done during approximately 8:30 AM to 5 PM on the day prior to the FOCUS meeting. No more than one contractor employee shall work on IRExRs or post-FOCUS reports at EPA at one time unless arrangements for additional staff are approved by the EPA WAM. After completion of the IRExRs per work day, the contractor shall use time remaining in that day to complete post-FOCUS reports, e.g., Standard Reviews and Special Information Requests, in the order that they are received. Changes to this direction will be designated by the EPA WAM in written technical direction.

The contractor shall make a copy of each new chemical report on media designated for CBI (Confidential Business Information) documents. The contractor shall complete new chemical reports using templates, software, and/or guidance provided by the EPA WAM, as described in the approved Quality Assurance Project Plan (QAPP). Changes to this direction will be provided by the EPA WAM in written technical direction. The contractor shall maintain copies of all work documentation to include templates, assumptions, raw data, calculation, and information used or produced during the course of this subtask.

Subtask 2.2: The contractor shall acquire data to complete New Chemical reviews; for example, researching facility-specific information for post-FOCUS cases, about once or twice per month.

Subtask 2.3: The contractor shall complete sanitization of IRExRs for cases on a quarterly basis. Cases will be identified through technical direction received from the WAM.

Task 3: Exposure Assessment Needs and Quick Response Tasks

The contractor shall provide technical assistance, as needed, to support work in developing additional data, models or approaches for exposure scenarios of interest to OPPT. The contractor shall respond to "quick action" requests from the WAM to provide required technical support as requested and are generally completed within a few days of receipt of technical direction. Within the period of performance, the contractor may assume no more than two targeted requests.

Schedule of Deliverables

Tasks	Deliverables	Schedule
Task 1:	Project work plan	Work plan: Within 15 days after initiation of Work Assignment
Task 2:		
Sub Task 2.1	IRExRs and post-FOCUS reports	Twice weekly; Wednesday and Friday
Sub Task 2.2	Facility specific information	As specified in written technical direction
Sub Task 2.3	Sanitization	As specified in written technical direction
Task 3:	Exposure Assessment Needs and Quick Response Tasks	As needed during performance period

ANTICIPATED TRAVEL REQUIREMENT

Only local travel is anticipated for this work assignment.

OTHER:

The contractor shall produce a Quality Assurance Project Plan (QAPP) as part of its work plan for this work assignment that includes the QAPP from the 2013 contract year new chemicals work assignment (3-02) under this contract, plus the new Standard Operating Procedures developed during 2013. For enhanced QA/QC—as determined by the EPA WAM—the contractor shall follow guidance as directed by the EPA WAM, e.g., Chapter 3 from the *Guidance for Quality Assurance Project Plans for Modeling* (EPA QA/G-5M, December 2002).

All software application and web-based deliverables shall be compliant with the Section 508 accessibility standards of the Rehabilitation Act of 1973 (Act). Software application deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (l) of Section 1194.21 of the Act. Web-based deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (p) of Section 1194.22 of the Act. When preparing these deliverables, the Contractor shall refer to the most recent version of the Section 508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>. The contractor shall

demonstrate Section 508 compliance of web-based deliverables by submitting a printout from a reputable Section 508 compliance software package showing that all priority 1 accessibility requirements have been met. The contractor shall identify the software package and version used if this information is not listed on the printout.

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Contractor employees assigned to assess new chemicals shall be cleared to handle TSCA Confidential Business Information (CBI).

The contractor shall track and report weekly on level of effort and funds consumed by task number above (per week and cumulative); these electronic reports, in Excel format, shall be in addition to the monthly reports required by the contract. The contractor shall notify EPA within two weeks of the work assignment's hours and approved budget reaching 75% and 90% exhaustion. The contractor shall immediately inform the EPA WAM of any problem that may impede performance during the period of this task. Toward the end of the work assignment, the contractor shall prepare a summary report listing all activities undertaken in the work assignment and their outcomes. Finally, the contractor shall list any recommendations/proposals relevant to the work assignment for consideration by EPA.

Technical direction must be within the contract and the work assignment statement of work. The Project Officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract or work assignment; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract; (4) alters the period of performance; or (5) changes any of the express terms or conditions of the contract or work assignment.